AGENDA

BOARD OF MAYOR AND ALDERMEN

February 5, 2008 Mayor and all Aldermen 7:30 PM Aldermanic Chambers City Hall (3rd Floor)

- 1. Mayor Guinta calls the meeting to order.
- 2. The Clerk calls the roll.
- 3. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Approve under supervision of the Department of Highways

A. Pole petitions:

PSNH & Verizon New England #12-0244 for 3 poles on Second Street; PSNH & Verizon New England #11-1185 1 pole on Russell Street; and PSNH & Verizon New England #11-1187 1 pole on Fairmount Ave;

Approve under supervision of the Department of Highways; subject to funding availability

B. Sidewalk petition for 308 N. Bay Street

Informational to be Received and Filed

C. Communication from ABC News thanking the City for the "can do" attitude of people and officials in Manchester in making their broadcast coverage of the Presidential Primary in NH a success.

- **D.** Communication from Jennie Angell, Director, Information Systems Department, advising that the City's Geographic Information System (GIS) is now available to the public at www.ManchesterNH.gov/GIS.
- **E.** Manchester Economic Development Office Quarterly Report for period ending December 31, 2007.
- F. Communication from Stephen Quinn, Advisory Committee to MECRS, regarding SB373, an amendment to an existing health insurance subsidy provision, requesting the bill be allowed to progress through the legislative process so that the voters of Manchester can have a final say through referendum later in 2008.
- **G.** Communication from Timothy Soucy, Public Health Director, submitting an update regarding the VISTA program.
- **H.** Communication from David Smith, MTA, regarding the issues raised at the last meeting of the Board and providing follow up information relating to same.
- I. Communication from NH Department of Environmental Services regarding a Wetlands Bureau Complaint on Riverfront Drive.

 (Note: forwarded to appropriate departments for informational purposes).
- J. Communication from R. J. Moreau Communities LLC, submitting a certificate in appreciation for assistance received with the Extreme Makeover Home Edition.
- **K.** Communication from Trinity High School asking the City for a donation to their FIRST team.

REFERRALS TO COMMITTEES

COMMITTEE ON BILLS ON SECOND READING

L. Communication from Robert MacKenzie, Director of Planning and Community Development submitting a Draft Master Plan.

(Note: Available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen)

COMMITTEE ON FINANCE

M. Resolutions:

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2006 CIP 810206 First Public Art Sculpture Project."

"Amending the FY 2008 community Improvement Program, authorizing and appropriating funds in the amount of Nine Million Nine Hundred Thousand Dollars (\$9,900,000) for the FY2008 CIP 310308 Renovation of The Manchester School of Technology Project."

"Amending the FY2007 community Improvement Program, authorizing and appropriating funds in the amount of Twelve Thousand Seven Hundred Fifty Four Dollars (\$12,754) for the 2007 CIP 510907 Park Improvement Project."

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

N. Advising that it has accepted the City's Monthly Financial Statements (Unaudited) for the five months ended November 30, 2007 and is forwarding same to the Board for informational purposes.

(Unanimous vote, December 2007.)

(Note: Available for viewing at the office of City Clerk, and previously forward to the Mayor and Aldermen.)

- **O.** Advising that it has accepted the following Finance Department reports:
 - a) a)department legend;
 - b) b)open invoice report over 90 days by fund;
 - c) c)open invoice report all invoices for interdepartmental billings only;
 - d) d)open invoice report all invoices due from the School Department only:
 - e) e)listing of invoices submitted to City Solicitor for legal determination; and
 - f) f)accounts receivable summary

and is forwarding same to the Board for informational purposes.

(Unanimous vote, December 2007.)

(Note: Available for viewing at the office of City Clerk, and previously forward to the Mayor and Aldermen.)

- P. Advising that it has approved an addition of one vehicle to the Police Department fleet for the Community Policing Division. (Unanimous vote.)
- Q. Recommending that a request for acceptance and expenditure of funds in the amount of \$12,754 from Friends of the Valley Cemetery for the Parks Improvement Project be approved, and for such purpose a resolution and budget authorization have been submitted.

 (Unanimous vote.)
- R. Recommending that a request for acceptance and expenditure of \$7,425,000 State Department of Education funds for the Renovation of Manchester School of Technology be approved and for such purpose a resolution and budget authorization have been submitted.

 (Aldermen Garrity, Shea, O'Neil and Smith in favor; Alderman Gatsas opposed.)

 (Note: Information requested by committee enclosed with report)
- S. Recommending that a request for acceptance and expenditure of funds in the amount of \$10,000 from the Manchester Art Fund for 810206 First Public Art Sculpture be approved and for such purpose a resolution and budget authorization have been submitted.

 (Unanimous vote.)

(Note: Committee requested Planning Director to forward communication from Verizon Wireless Arena advising they have no objections.)

- **T.** Advising it has approved a request by Helping Hands to reallocate \$299,693.52 of CIP funds for the Agency's Project at 140 Central Street. These funds were previously approved by the BMA for an Agency project at another location. The assistance to be in the form of a 0% loan to be used to payoff a higher interest second mortgage, make improvements to the property estimated to cost \$70,000 and write down the existing first mortgage with the remaining balance. Said actions to be formalized in an agreement with the City and included in a promissory note and mortgage to be drawn up and recorded. (Unanimous vote.)
- U. Recommending that a petition for acceptance of a dedication of a portion of Cartier Street submitted by Andrew Sullivan, Esq. be referred to a Road Hearing to be scheduled on the next available date to be determined by the City Clerk.

 (Unanimous vote.)

COMMITTEE ON HUMAN RESOURCES

V. Advising that it has reviewed an ordinance amendment relating to union contract provisions as follows:

"Amending Sections 33.024, 33.025 (Custodial Services Supervisor – Police, Equipment Maintenance Superintendent I-Police, Equipment Maintenance Superintendent II-Fire, & Equipment Mechanic II-Fire) of the Code of Ordinances of the City of Manchester."

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with exception of Alderman Shea who was absent.)

COMMITTEE ON PUBLIC SAFETY AND TRAFFIC

W. Recommending that regulations for standing, stopping, parking and operation of vehicles be adopted as noted and those inconsistent therewith be repealed.

(Unanimous vote.)

X. Advising that it has approved a request for the use of Arms Parking Lot on Saturday, August 9, 2008 to host a bicycle tour subject to approval of Police, Fire, Risk, Parking and City Clerk.

(Unanimous vote.)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

- 4. Nominations to be presented by Mayor Guinta, if available. Ladies and Gentlemen, what is your pleasure?
- 5. Nominations are in order to appoint an Aldermanic representative to the Planning Board.

Ladies and Gentlemen, what is your pleasure?

6. Nominations are in order to appoint an Aldermanic representative as an Alternate to the Planning Board.

Ladies and Gentlemen, what is your pleasure?

Nominations are in order to appoint an Aldermanic representative to the Millyard Design Review Committee.

Ladies and Gentlemen, what is your pleasure?

- **8.** A motion is in order to recess the meeting to allow the Committee on Finance to meet.
- 9. Mayor Guinta calls the meeting back to order.
- 10. Report of Committee on Finance, if available.

 Ladies and Gentlemen, what is your pleasure?
- 11. Report of Committee on Human Resources recommending approval of a request for reclassifications, new class specifications and reorganization of the Office of the City Clerk; and further recommending adoption of related ordinances under the suspension of the rules.

Ladies and Gentlemen, what is your pleasure?

12. Report of Committee on Human Resources advising that it has referred a recommendation of the Human Resources Director to reallocate positions at the Library as follows:

reallocate Library Clerk I's from salary grade 8 to salary grade 10; reallocate Library Clerk II's from salary grade 9 to salary grade 11; and reclassify one Library Clerk I to a Library Clerk II

to the full Board of Mayor and Aldermen without recommendation. (Unanimous vote.)

Ladies and Gentlemen, what is your pleasure?

13. Report of Committee on Public Safety, Health and Traffic recommending that Ordinance Amendment:

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.48 by making Section (E) a permanent ordinance and to eliminate the last sentence in the ordinance in order to remove the Parking Manager's authority to grant up to a 50% discount as approved by the Mayor and Board of Aldermen."

be adopted by the Board of Mayor and Aldermen at the February 5, 2008 meeting under the suspension of the rules due to time constraints. (Unanimous vote.)

NOTE: Communications from Brandy Stanley regarding vendor selection attached.

Ladies and Gentlemen, what is your pleasure?

OTHER BUSINESS

14. Communication from former Alderman, Jerome Duval, regarding support of naming the Manchester District Court House after the late Judge Armand Capistran.

(Note: Mr. Duval has requested the communication be read into the record.) Ladies and Gentlemen, what is your pleasure?

15. Communication from Alderman Lopez, submitting a proposed change to Rule 16A as recently discussed at the organizational meeting of the Board and by the Committee on Human Resources:

(New language bold, removed language struck through.

RULE 16A

Ordinances providing for changes in class specifications, reclassifications, reallocations or the establishment of a new class specification which do not change the title of a position and do not provide for any change in the salary grade of such position shall be reviewed by the Committee on Human Resources and Insurance. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board. Nothing in this rule shall prevent a majority vote of the Board of Mayor and Aldermen from adopting any such aforementioned ordinance under the provisions of Rule 16 of the Board without the approval of the Committee on Human Resources.

8

16. Petition for Demolition and Removal of a Hazardous Building at 111 Blaine Street.

A motion is in order to find and order demolition and removal as enclosed.

- 17. Legislative Update presented by Mayor Guinta.

 Ladies and Gentlemen, what is your pleasure?
- 18. Resolutions: (A motion is in order to read by titles only.)

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2006 CIP 810206 First Public Art Sculpture Project."

"Amending the FY 2008 community Improvement Program, authorizing and appropriating funds in the amount of Nine Million Nine Hundred Thousand Dollars (\$9,900,000) for the FY2008 CIP 310308 Renovation of The Manchester School of Technology Project."

"Amending the FY2007 community Improvement Program, authorizing and appropriating funds in the amount of Twelve Thousand Seven Hundred Fifty Four Dollars (\$12,754) for the 2007 CIP 510907 Park Improvement Project."

A motion is in order that the Resolutions pass and be Enrolled.

TABLED ITEMS

(A motion is in order to remove any item from the table.)

19. Report of the Committee on Bills on Second Reading recommending that Ordinance:

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16."

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.) (Tabled 09/05/2006)

NOTE: Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen.

20. Report of the Committee on Bills on Second Reading recommending that Ordinance:

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin's Cemetery."

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.) (Tabled 09/05/2006)

NOTE: Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen.

21. Report of the Committee on Community Improvement advising that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2nd mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013. (Unanimous vote)

(Tabled 05/15/2007. Additional materials provided by Finance enclosed.) **NOTE:** Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen, with additional materials provided by Finance.)

22. A Majority report of the Committee on Bills on Second Reading recommending that Ordinance:

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

(Alderman Garrity, Pinard and Duval in favor. Alderman Lopez and Gatsas opposed.)

(Tabled 06/05/2007)

A Minority report of the Committee on Bills on Second Reading recommending that Ordinance:

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.

S/Alderman Lopez (Tabled 06/05/2007)

NOTE: Available for viewing at Office of City Clerk; previously forwarded to Mayor and all Aldermen.

- 23. NEW BUSINESS
 - A. Communications
 - B. Aldermen
- 24. If there is no further business a motion is in order to adjourn.



CITY OF MANCHESTER, NH PETITION FOR POLE LOCATION LICENSE

POLE LOCATION FORM NO. 1

January 10, 2008

To the Hon. Board of Mayor and Aldermen of the City of Manchester, New Hampshire:

PUBLIC SERVICE OF NEW HAMPSHIRE & VERIZON NEW ENGLAND, INC.

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License three (3) pole(s), 232/02, 232/01Y, 232/01 located on Second Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 12-0245 Dated: 5/11/2007

PUBLIC SERVICE OF NEW HAMPSHIRE

Lean Loranger, Licensing Specialist

VERIZON NEW ENGLAND, INC.

Right of Way Department

A

POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and Verizon New England, Inc.

D/	ATE				05/11/2007	LICI	ENSE NO.			12-0245	
MUNICIPALITY:				Manchester		- STA	STATE HWY. DIV. NO.			5	
STREET / ROAD:				Second Street			TE LICENS	E NO	•		
		FFICE: NGINEER		Bedford			WORK REQUEST# WORK FINANCIAL#			707088 9Z613172	
TE	LCO E	NGINEE	R:			TEL	CO PROJE	CT#			
[Pole I	Numbers	Pole	Eq	T				DIST.		**
l	LTS	TEL	Sz-Cl	j i	POIF PB		A T	Span	FROM	Remarks	DOC REQ
						·· · · · · · · · · · · · · · · · · · ·	A				
							(N)				
					temp line to be re	moved					
					Granite	St					
1											
c -	<u>232</u> 02	no tel				7		35'		It to set 100 % 45cl 2& anc	
					 • /	Second St					
9	<u>232</u> 01Y	no tel				Seco	Q	52'		Lt to set 100 % 45 cl 2 Lt to set 100 % 45 cl 2	
		L. C.			V						
8	232 01				>		0<	210'		Lt to install 100 % 50 cl 2 & 2- head anchors	
	<u>914</u> 14						<u> </u>			Lt to set 100 % 50 cl 2 & 2- head anchors # 18402	m
					Dougla	s St					
							-				
_	<u>232</u> 4	104/5		·	Allard Dr	(Ð			Ref. My #94149	OM
	<u>914</u> 13	7615 13			Allai 🕀	7				Ref. only #94145	FM
Ī						\rightarrow				130 0 119	
ľ					Manchester west track	1	A ^A				
ľ	***************************************					-1.	/1 2				
		The state of the s				1	4,2				
-						-1	į				

CITY OF MANCHESTER, NH PETITION FOR POLE LOCATION LICENSE

POLE LOCATION FORM NO. 1

January 15, 2008

To the Hon. Board of Mayor and Aldermen of the City of Manchester, New Hampshire:

PUBLIC SERVICE OF NEW HAMPSHIRE & VERIZON NEW ENGLAND, INC.

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 988/12S located on Russell Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1185 Dated: 1/4/2008

PUBLIC SERVICE OF NEW HAMPSHIRE

Leah Loranger, Licensing Specialist

VERIZON NEW ENGLAND, INC.

Right of Way Department

A-3

POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and Verizon New England, Inc.

			R:				100% LTS			1				
	988 12S 1056 15	291 12S 291 12		BH	POIF PB	№		Russe	— <u>N</u>	<u>→</u>	Span		Buy into stub pole with Verizon remove tree guy Install 40' remove 35' 50/50 with Verizon #570'	M M
							Prescott St						Reference pole	571
							A.			The second secon				

CITY OF MANCHESTER, NH PETITION FOR POLE LOCATION LICENSE

POLE LOCATION FORM NO. 1

January 11, 2008

To the Hon. Board of Mayor and Aldermen of the City of Manchester, New Hampshire:

PUBLIC SERVICE OF NEW HAMPSHIRE & VERIZON NEW ENGLAND, INC.

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 481/1 located on Fairmount Avenue in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1187 Dated: 1/4/2008

PUBLIC SERVICE OF NEW HAMPSHIRE

Lean Loranger, Ligensing Specialist

VERIZON NEW ENGLAND, INC.

Right of Way Department

A.5

POLE LOCATION PLAN

PUBLIC SERVICE OF NEW HAMPSHIRE and Verizon New England, Inc.

DATE	01/04/2008	LICENSE NO.	11-1187
MUNICIPALITY:	Manchester	STATE HWY. DIV. NO.	5
STREET / ROAD:	Fairmount Avenue	STATE LICENSE NO.	
PSNH OFFICE: PSNH ENGINEER:	Hooksett John O'Connor	WORK REQUEST# WORK FINANCIAL#	1055709 9Y711253
TELCO ENGINEER:	Wayne Hackett	TELCO PROJECT #	9AA61T

Pole No	ımbers	Pole	Eq	INSTALL REMOVE			J/O 100 % TEL		DIST. FROM		D
LTS	TEL	Sz-Cl	вн	POLF PB		Λ	AL	Span	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Remarks	R
							*				
					1		7				
							\				
481/1				601/7 Hang 25K	va		`				-
48171		35'	4	\forall		481	1	5'		Anchor only Sidewalk guy	/
601/7		40-3	J			▶ () X			± 5259	
				Sidewal i guy	Cange #2	2 to 1/0 T					-
					———	Penny L	<u>n</u>				-
	771.20.0										
				1							
				f 4 4							
	ů.										
				1	Remove #6 o	nan uira			-		
			:	1	Kelliove #0 (рен мле					
	-,,	i									
				t t	Fairmount Av						
				*	rannount At	/e			:		
	· · · · · · · · · · · · · · · · · · ·			1	į						1
			-	*						Post-N	
601/6				+							

T T T T T T T T T T T T T T T T T T T				ĺ			LANGE	74 PA			
					Commence of the second	and the second second					
					KIN		-				
									1		



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

I/we.	LIWAA	Wolf Name			, the
x1 11 05		Name((s)		
owner(s)	of the real estat	e abutting upon	308	N. BAU & Street Addres.	s s
			Manchest	ter, NH 0310	4
Description	on (including fo	otage):641			
Conci	ck. Need	Sever Come C	work done	. must b	e replace of
`					
desire that	f •				
		structed along sa	id frontage		
		nstructed along			
-		ed along said fro			
	_	long said frontag		will now one b	out (1/2) the
		id improvement			
		dersigned reque			
~		Public Works D			
necessary a	agreement betv	veen said petitio	ner(s) and the	City of Mancl	nester and
forthwith t	o carry out the	work as specifie	ed above.		
	· ·	2 11 000			
Signed:	The !	n. / cc = 0	Owner		4-14-14-14-14-14-14-14-14-14-14-14-14-14
	•				
			Owner		
	308 N	BAY St	manche	str NH	03104
			Mailing Address		
: • • • • • • • • • • • • • • • • • • •	603 - 626	- 0796	Date	: 4/8/08	•
nono m	いいり いかい	~ + + ~	274461	/	





Robert Wheelock Senior Producer Special Events PRECEIVED

JAH2 2000

MAYOR'S OFFICE

January 18, 2008

Manchester Mayor & Board of Alderman Attn: City Clerks Office 1 City Hall Plaza Manchester, New Hampshire 03101

To all it may concern,

I recently had the pleasure of an extended stay in your great city in my role of Senior City producer in charge of ABC News' New Hampshire Primary coverage. I feel compelled to send a note of thanks as our broadcast coverage was a huge success, and the key to that success was the "can do" attitude of the people and officials of Manchester.

Our coverage plans were ambitious, from the back to back debates at St. Anselm College to the dawn to dusk coverage of the primary for *Good Morning America* and all broadcasts in between and through *Nightline*. I usually don't single individuals out when a whole town is as helpful as Manchester was; that said I will this time, because a couple of the folks listed below were just extraordinary in their attention to detail, willingness to help, honesty about what could and could not be done and for going beyond their job descriptions in helping my vast team of producers, correspondents and technicians.

- Leo Bernier has been through the dance with us before and knows all our tricks, he was a huge resource and a person who made things happen at all hours.
- Mark La Liberte a good ally and someone who shepherded us through some bumps in the road. Also helped with support staff from the local citizenry.
- Brandy Stanley helped us in so many ways, so many times. She was with us on this project starting back in the fall with surveys and was just a tremendous problem solver.
- Sgts. Flanagan and Hopkins of the Manchester City Police Department- I have never had such cooperation with the boys in blue! Usually they think we are just a total pain in their backside, but these men and those detailed to our events were a pleasure to work with and handled everything that we threw at them.



• Pastor Carolyn Keilig of Brookside Congregational Church - saved us on several occasions when we needed a place to shoot interviews, coverage of polling places and advice about the area.

I thank you again for all the cooperation, patience and professionalism exhibited by the people of Manchester; we could not have done all that we did without you all.

Sincerely,

Robert S. Wheelock

Senior Producer

Special Events ABC New



City of Manchester Information Systems Department

100 Merrimack Street
Manchester, New Hampshire 03101-2210
Phone (603) 624-6577
Fax (603) 624-6320
www.ManchesterNH.gov

January 30, 2008

The Honorable Board of Mayor and Aldermen One City Hall Plaza Manchester, NH 03101

Honorable Members:

On December 31, 2007, the city's Geographic Information System (GIS) became publicly available in a quiet rollout. Now, after 30 days of public testing, we are ready to announce its availability to all Internet users. Anyone can access the site by keying www.ManchesterNH.gov/GIS.

This rollout is the first phase and we are developing a plan for additional data and features for the second phase. We have a feedback section on the GIS site where public users can give us their comments and suggestions.

If you would like a presentation at a future board meeting, please let me know and I will set this up.

Sincerely,

Jame Byell

Director, Information Systems Department



Manchester Economic Development Office

Quarterly Report

For Period ending December 31, 2007

Economic Development Marketing

The economic development marketing campaign continues to build significant momentum on behalf of the City. There is no doubt that Manchester's visibility as a pro-business community has been increased both in regional markets and nationally. MEDO staff continues to run print, television and radio ads, expand the use of the web site and field inquiries from individuals and businesses from across the country and abroad. Highlights of marketing activities during the fourth quarter of 2007 are summarized below.

- 1. Trade Shows: In late October, MEDO staff attended CORENET in Atlanta. This annual conference and expo attracts thousands of corporate realtors nationally. We exhibited with our new tradeshow booth and made dozens of new contacts from across the US. Interestingly, many people stopped at our booth to talk about what they know of New Hampshire or share a memory about skiing here, visiting Lake Winnipesaukee or using the Airport. These anecdotes underscore the opportunities we have to build on New Hampshire's success as a tourist destination to invite business owners, developers and entrepreneurs to discover the beauty of doing business and living in Manchester as well. We will continue to strategically travel throughout the country to increase Manchester's visibility and to market available opportunities and projects.
- 2. Print Ads: The first of MEDO's "co-op" ads ran in the October 26 issue of NH Business review. The full page ad featured Cathy Schmidt, President and CEO of Citizens Bank, with the by-line: the companies we keep say a lot about the companies we attract. A second ad featuring Joe Reilly, President and CEO of Centrix Bank, ran in the November 9 issue. The co-op ads are designed to promote the City while featuring a successful Manchester business or organization. The businesses underwrite the cost of the ad, but benefit from the reduced cost of a bulk purchase. MEDO is working with a number of different businesses to launch additional co-op campaigns. In addition to the co-op ads, we also ran a Your Space Your Place ad in the 2008 edition of NH Business Review's annual Book of Lists and arranged for a series of ads to appear in regional editions of national magazines for early 2008.
- 3. YourManchesterNH.com: On the web site, we continue to have anywhere from several hundred to 1,000 visitors per month. As we uncovered in our research, the web site is our best and most effective marketing tool in economic development. We have received several inquiries through the site including those from individuals and companies interested in starting up businesses or opening additional branches in Manchester as well as individuals and families considering relocation to Manchester. In addition to numerous local visitors, the site was viewed by people from as far away as Texas in the US as well as visitors from Europe and Canada.

Overall, we have received very positive feedback on the Web site. Here are a few of the messages we've heard:

MEDO Quarterly Report January 2008 Page 2

"What a GREAT site. I refer a lot of people to that site. It's very informative. I just wanted to give you some feedback on the page. Have a great day!" - A member of Manchester's business community.

"I checked out the new website the other night and it's awesome! A friend is working on opening a business and she found a ton of stuff to help her on there! Just wanted to let you know!" - A local resident on behalf of a new business owner.

"I love your web site. The message, the content, even the photos are terrific. The "our team" heading for staff is one that more businesses should use." - A member of Manchester's business community.

MEDO Revolving Loan Fund Activity

The City of Manchester's Revolving Loan Fund (RLF) had three inquiries during the last three months of 2007, two from downtown restaurant operators and one from a small manufacturer interested in locating in the Millyard. Staff has been following up with these contacts to assist in completion of the loan application process.

The most recent RLF loan recipients, S&H Williams, LLC, doing business as Make and Take Gourmet, held their soft opening in Mid-December. The business, located on Hooksett Road (Maple Tree Plaza), has seen a steady increase in business since opening.

The RLF makes loans for working capital and fixed asset acquisition that will assist in business retention, expansion, and recruitment, creating new jobs in Manchester. Currently, there are five outstanding loans to four Manchester businesses. As of the end of 2007, the RLF had \$183,000 available to loan to qualifying businesses.

The Revolving Loan Fund was established by the City of Manchester in 1996, using allocations of Community Development Block Grant funds and repayments from existing loans. A total of 13 firms have been assisted by the revolving loan fund. The 13 firms have borrowed a total of \$921,000 creating 172 new jobs in Manchester since the program's inception. When the two most recent loans, Make and Take Gourmet and Maax Inc., have reached job creation goals this number will be larger. They have two years to reach job creation goals.

Program Income Balance beginning FY2008: \$104,519.99 Program Income Mid - FY2008 (P & I + RLF Account Interest): \$128,642.74 Loans Made Mid-FY 2008; \$50,000 Program Income Balance Mid - FY2008: 183,162.73

Economic Development Administration (EDA) Grant

Feasibility studies for expanded convention center and mid-sized (1,500 to 4,000 seat) performing arts facilities were formally launched last fall. Federal grant funds from the US Economic Development Administration (EDA) funded 50% of the study costs. Both studies are being conducted under the oversight of a steering committee made up of hospitality and entertainment professionals, business people, city staff and local officials.



MEDO Quarterly Report January 2008 Page 3

The Convention Facility Expansion study was awarded to the firm HVS International. HVS team members met with the Study Committee on November 27 to present their format for conducting the feasibility study and gather information. On the 28th, HVS toured potential sites for additional Convention Center and Hotel uses and met with key stakeholders in the community. A mid-engagement meeting is planned with the consultant team from HVS in late January. The primary goal of the study is to determine whether an expanded Convention Center is warranted. The study will also include financial recommendations, management and operational recommendations and alternative site options. It is anticipated that the study will be completed by mid-April 2008

After much consideration, HVS was also selected to conduct the Performing Arts feasibility study. Work on the study, including a review of background information and discussions with existing venues in the entertainment market has begun, and the Study Committee will meet to discuss progress on this study in late January. This study should also be completed by mid-to-late April.

Community Revitalization Tax Relief Incentive (RSA 79-E)

On December 18, the Board of Mayor and Aldermen approved the City's second 79-E application. The project involves the rehabilitation of the second and third floors of a 120 year-old commercial building located at 30 Amherst Street into individual professional offices. The first floor had previously been rehabilitated and is currently home to Consuela's Tacqueria. Approval was granted for a five year period, during which time, the owner of the building will not have to pay property taxes on the improvements that were included in the application. MEDO staff continues to work with current or potential property owners in the City of Manchester, NH who are interested in pursuing other incentives to improve or grow their businesses. In addition to 79-E, these incentives include the Economic Revitalization Zone (formerly CROP Zone) program as well as state R&D Tax Credits, job training assistance programs and other incentives.

Parking Division

On November 15, the Parking Division Launched an In Vehicle Parking Meter pilot program to run through January 15th. The program allows EZ-Pass type payment options for frequent downtown parkers. Customers receive a meter from the manufacturer and activate it when parking. When the meter is activated, it is placed on the curbside dashboard and the Parking Control Officers refer to the meter for enforcement. The program was launched with 55 participants.

Other notable accomplishments include the following:

- 1. Installed new parking equipment in the Victory Garage with a system that takes credit cards and reduces operating costs by not using paper tickets.
- 2. Scheduled a Downtown Parking Summit to discuss issues with stakeholders outside of the Millyard (2 meetings, Feb 13th and Feb 14th)



3. Completed all phases of the Millyard Parking Plan implementation. This included employing the Myrna Lot parking lot attendant, as a result of which, the restaurant Fratello's has begun booking daytime event business once again. Previously, this was a \$250,000 annual revenue source for Fratello's, which was eliminated due to lack of parking in the vicinity.

Jac Pac Site

On October 16, the Board of Mayor & Aldermen took the necessary step of voting to discontinue several paper streets that were considered to be a cloud on the title for the Jac Pac site.

On October 30, Anagnost Investments and officials from Elliot Hospital publicly announced plans for a joint development venture for the Jac Pac property. The proposal includes plans for a 236,000 square foot ambulatory care facility, a 108,000 square foot medical office building, a residential building with between 35 and 50 apartments and a 13,000 square foot commercial building. The plans were subsequently presented to the Board of Mayor & Aldermen on November 7.

On November 20, 2007, the Board of Mayor & Aldermen approved two modifications to the purchase & sales agreement: an amendment that would extend the due diligence period from November 25, 2007 to February 29, 2008 to allow for completion of the state Brownfields application, and an amendment to ensure that existing environmental escrow and indemnification agreements are transferable. MEDO staff continues to work with Anagnost Investments to complete the due diligence process and address issues related to environmental and local planning and zoning approvals, financing and other pertinent issues.

Riverwalk Place/Chinburg Development

With the overall housing market continuing to suffer from declining prices and sales activity, development at Riverwalk Place (the Chinburg development) has not progressed. Efforts to work with area property owners to develop a new branding and marketing initiative, however, show some promise.

In other activities in the area, Keyspan completed its environmental remediation project in the Merrimack River on November 23, 2007. Work on the Hands across the Merrimack Bridge which was scheduled for completion before the end of 2007 was delayed due primarily, to complications in fabricating the railings. The work is now expected to be completed by summer of 2008. The proposed 36-unit condominium proposed for 2 Line Drive remains on hold.

Ash Street School

Sale of the former Ash Street School to the local Manchester firm SilverTech closed on November 15, 2007. The City's share of the proceeds in the amount of \$297,593 was received on November 16 and deposited in the Special Revenue (One-Time) account. SilverTech is a growing high tech consulting firm currently located in the Langer Mill. The company plans to rehabilitate the landmark building and occupy about 70% of the space as its new headquarters. The remaining space will be leased to other businesses.

Northwest Business Park - Hackett Hill

Efforts to gain final approval for Phase One of the Northwest Business Park at Hackett Hill hit a significant setback this past fall when the NH Department of Environmental Services failed to approve wetlands permits for the project that had been applied for last August. Upon learning of the status of the permit applications, the Mayor's Office, MEDO, MHRA staff and other interested parties came together to review our strategy. After consideration of the alternatives, the services of a highly regarded wetlands expert, Jim Gove of Gove Environmental, was secured to help obtain the necessary permits. A project team consisting of Planning & Community Development Director Robert MacKenzie, Economic Development Director Jay Minkarah and Ken Edwards of the MHRA began meeting regularly with our engineering and environmental consultants and other key staff to steer the project toward completion. To address outstanding issues related to site development, some changes to the plans are proposed. Most notably, these include the use of more environmentally friendly porous pavement that allows storm water to percolate into the ground while reducing or eliminating runoff. With these plan modifications, the assistance of Mr. Gove, and the coordinated efforts of the project team, we are confident the approvals necessary to begin developed of the business park will be realized within the first half of 2008.

In other activities related to the Northwest Business Park at Hackett Hill, the MHRA procured the services of Crafts Appraisal to estimate the value of the lots in Phase One in preparation for marketing the sites. A draft RFP for securing a commercial real estate broker was also prepared. Once the necessary approvals are obtained, construction of road, utility and access improvements will be put out to bid and the lots will go on the market. Preliminary estimates put the cost of infrastructure improvements at about \$3.5 million. Most of these costs would be covered through existing sources. In an encouraging note, though lots in the park are not yet on the market, we are already fielding inquiries from potential buyers. There is also interest in additional antenna leases at the water tower. The existing leases currently generate \$7,500 per month in revenues.

Seal Tanning & Granite Street Lots

On December 7, 2007, MEDO issued an RFP for the sale and redevelopment of the City-owned Seal Tanning and Granite Street parking lots in the Millyard. To qualify, proposals must include the development of additional parking and the substantial rehabilitation of space within historic or potentially historic buildings in the vicinity. Factors to be considered in evaluating the proposals include the value of buildings proposed for rehabilitation and the potential compatibility, desirability and value of proposed uses. Proposals were due on January 25, 2008.

UNH Expansion

The committee planning for a technology oriented expansion of the UNH Manchester campus worked actively through the fourth quarter of 2007 to develop possible program expansions and identify potential development partners. A \$330,000 federal grant secured in part through the assistance of Senator John Sununu's office will help to fund the on-going planning effort. UNH Manchester expansion is an important component of the City's economic development strategy. MEDO Director Jay Minkarah serves on the planning committee.



MEDO Quarterly Report January 2008 Page 6

Commuter Rail

The New Hampshire Rail Authority held regular monthly meetings throughout the fall at the Legislative Office Building in Concord. Under the chairmanship of state Senator Peter Burling, the Authority is focused on restoring commuter/passenger rail to Nashua, Manchester and eventually Concord. Representatives to the Authority from Manchester include MEDO Director Jay Minkarah, the Airport Director, and Southern New Hampshire Planning Commission Director David Preece. Mr. Minkarah also serves on the Authority's negotiating committee which is currently working with Pan Am (formally Guilford Railways) and the MBTA on service extension to New Hampshire.

On November 30, Pan Am invited members of the negotiating committee to ride the rail line from Manchester to Lowell to identify potential issues and opportunities. The spirit of cooperation and level of interest of Pam Am as well as MBTA representatives is very encouraging. Other key issues affecting the future of commuter rail include a proposed \$75 million liability cap which is seen as essential for the economical operation of commuter rail service.

Manchester Development Corporation

MEDO continues to staff the Manchester Development Corporation (MDC). The MDC generally meets on the second Friday morning of each month. The MDC has not undertaken any new investments in the fourth quarter, though a significant portion of an approximately \$380,000 loan for the Dunlap Building was paid off. The MDC is also actively considering investing in development of improvements at the Northwest Business Park at Hackett Hill.

Other Activities

In addition to the projects and programs described above, MEDO staff worked with several property owners, developers, real estate professionals, businesses and others interested in developing, investing or expanding in Manchester. Staff also continues to explore new opportunities for development and redevelopment in the City. These efforts include studying the development potential of City owned property in the vicinity of the Granite Street Exit which, when completed, promises to provide a dramatic new gateway into the City, the redevelopment of the "E&R Cleaners Block," improvements to South Elm and the "Gaslight District" and other initiatives.



Honorable Board of Mayor & Aldermen C/O Office of the City Clerk One City Hall Plaza Manchester, NH 03101

January 15, 2008

Honorable Members:

I am writing to inform you that our Advisory Committee to the Manchester Employees' Contributory Retirement System's has obtained sponsorship in the New Hampshire Senate for a single piece of legislation in the 2008 session of the legislature and to request your position on this initiative. This piece of legislation, sponsored by Senator D'Allesandro and designated SB-373, is an amendment to an existing <u>health</u> insurance subsidy provision which would allow for the use of otherwise forfeited entitlements for City sponsored retiree dental insurance premiums.

In 2005, this Committee successfully campaigned to create a subsidy which retirees of the City of Manchester Employees' Contributory Retirement System, (MECRS) could apply against the cost of retiree health insurance premiums. It is very important to understand that unlike a similar plan adopted earlier by the State which affects the city's teachers, police officers and fire fighter, the subsidy for the City Plan is adequately funded and is absent any of the complications presently in need of correction at the State level. When the City's version was enacted however, retires were not entitled to remain in the City's dental plan and so the retirement plan provisions were written with only the health insurance premiums in mind. During 2007, the City amended its dental insurance participation practices retroactively and allowed existing retirees to join the City's dental group via an open enrollment period.

A number of retirees who opted to join the City's dental group had never, for whatever reasons, elected to enroll in the health insurance plan for retirees. As such, while they are entitled to a subsidy, because they do not subscribe to retiree health insurance with the City, their benefit is effectively forfeited in accordance with Federal Regulations which govern the operation of Section 401(h) sub-trusts. There was an immediate interest by retirees whose sub-trust benefit was going unused to apply that amount against dental premiums to which they had subscribed during open enrollment. While Federal Regulations do not prohibit the use of 401(h) sub-trust entitlements for dental insurance premiums, that original enabling legislation here in New Hampshire was so specific in its wording that counsel for the Retirement System opined that only a legislative amendment to the Plan would allow retirees to use their otherwise forfeited benefits for dental premiums.

The Manchester Employees' Contributory Retirement System Board of Trustees is aware of this legislative initiative but has not taken a position either in favor or against its passage. The Board has however requested a cost estimate from its actuary so that all parties will understand how this measure will affect the City's pension cost. A copy of the actuary's report and a copy of Senate Bill 373 are attached for your perusal.



With respect to the cost of this benefit change, it may be important to remember that all actuarial costs are based upon assumptions regarding the number of members who receive the benefit and that this estimate is no different. SB 373 does not increase the amount of the original benefit but only allows more members to utilize the benefit than under the original program. The actuarial costs were determined by making an assumption regarding the increase in the number of members who will utilize this benefit. A retiree of the MECRS who presently uses their subsidy entitlement against health insurance premiums would gain nothing from this amendment because their entitlement is already spoken for, but a retiree who does not take the health insurance but does take the dental would be able to apply the subsidy against the dental premium.

Since the subsidy program was enacted, plan experience has shown that less than half of those entitled to receive the subsidy have found themselves in a position to do so. Of the City retires who joined the dental join at open enrollment, approximately half have an untapped entitlement which could be applied against dental premiums if the New Hampshire law were amended to include it and if the City's voters ratified SB 373 assuming its passage in the Senate and House and signature by the Governor. In the few years that the subsidy has been in operation, its cost has proven to be lower than originally estimated since the actuarial. The somewhat confusing result of this is that because SB 373 does not increase the level of benefit but only what that level can be applied against, the cost as calculated by the actuary constitutes a reduction in the savings which has been experienced since the subsidy was enacted but it does not increase the cost beyond what it was originally projected to be when the original program was proposed.

The Committee understands that this may not be an easy concept to grasp and that the City may not elect to support this bill. What the Committee does ask, as it did when the original program was enacted, is that the bill be allowed to progress through the legislative process so that the voters of Manchester may have the final say at referendum later in 2008. I will be happy to appear before your group to answer any questions and the MECRS Board of Trustees has also authorized the Executive Director to be available to answer technical questions about the bill and the actuary's cost estimate which may prove difficult for me to address.

Stephen E. Quinn

Advisory Committee to the MECRS

168 Foster Hill Road

Henniker, NH 03242

Timothy M. Soucy, REHS, MPH Public Health Director

Anna J. Thomas, MPH
Deputy Public Health Director



BOARD OF HEALTH M. Mary Mongan, RN, Chair Carol Bednarowski, Clerk Laura Smith Emmick, MD

William Mehan, DMD, MS Kristin Schmidt, PA-C

CITY OF MANCHESTER

Health Department

January 28, 2008

Mayor Frank Guinta and Members of the Board of Aldermen City of Manchester One City Hall Plaza Manchester NH 03101

Re: VISTA Program Update

Dear Mayor Guinta and Members of the Board of Aldermen:

In early October, at the request of Mayor Guinta, the Health Department assumed responsibility for the administrative and programmatic oversight of the AmeriCorps VISTA program. During the past 4 months, we have worked with City staff as well as the Corporation for National and Community Service and have made great strides in providing the structure and a framework under which the VISTA program can continue to expand and succeed.

Below is a brief overview of some of the changes that have been implemented.

Administrative & Programmatic Changes:

- All financial matters pertaining to the VISTA program are now managed by the Health Department's Business Service Officer with additional oversight from the Public Health Director. VISTA payroll, expenditures, and federal reporting now follow the same policies and procedures routinely followed by the Health Department. Our primary goal of assuring that all Finance Department and Human Resources Department requirements were being met has been accomplished.
- On January 7, 2008, Sarah Normand was hired as the new VISTA Project
 Manager. Ms. Normand brings great knowledge of Manchester's public and nonprofit sectors as well as a tremendous amount of energy and enthusiasm to the
 position. Under Ms. Normand's leadership, I have great confidence that the
 VISTA program will continue to grow and serve as a wonderful asset for the
 community.

- Ms. Normand will report directly to the Public Health Director and will become part of the Health Department's Senior Management Team.
- The VISTA program is now physically located within the Rines Center. With the support of CIP funding, the VISTA program moved in the space previously occupied by the Office of Youth Services. In an effort to support the VISTA program and reduce costs to the City, the Health Department has provided the VISTA Program with additional furniture, a photocopier, access to a fax machine and office supplies. The Health Department will also cover operating expenses such as electricity, gas and custodial services.
- The VISTA Program has been outfitted with its own phone system and can now be reached by dialing (603) 665-6646. Ms. Normand and the VISTA Project Leaders can be contacted at the following phone extensions or via e-mail:

Sarah Normand, VISTA Project Manager x 560 snormand@manchesternh.gov

Pat Mallory, VISTA Project Leader x 561 pmallory@manchesternh.gov

Sandra Plummer, VISTA Project Leader x 562 splummer@manchesternh.gov

The Health Department will continue to provide periodic updates to the Board of Mayor and Aldermen to keep you informed of the progress of Manchester's AmeriCorps VISTA project.

Sincerely,

Timothy M. Soucy, REHS, MPH

I - U M Sen

Public Health Director

MANCHESTER TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, NH 03101-2799 TELEPHONE (603) 623-8801 FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR PETER ESCALERA, VICE CHAIR JOSEPH J. DESELLE MAUREEN A. NAGLE CAROL WILLIAMS

DAVID SMITH EXECUTIVE DIRECTOR

January 18, 2008

TO:

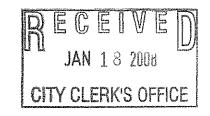
Honorable Mayor Guinta and Board of Aldermen

FROM:

David Smith, Executive Director, MTA

SUBJECT:

Issues Addressed to BMA Meeting of January 15, 2008



I want you to know that the Board of MTA Commissioners and I take seriously those issues you raised in your questions and concerns regarding employee complaints on January 15, 2008.

Safety and Security

MTA staff met Wednesday morning with Police Department Crime Prevention officers for advice and assistance in reviewing our emergency protocols and their assistance in conducting employee training for handling difficult or threatening situations. New training had been discussed with the Union and we will conduct employee training sessions as soon as possible.

We have a quotation of \$10,000 for four DVR camera systems for four buses which do not have them and will not be replaced this year. There are camera systems on nine buses purchased during the last three years and three buses with camera systems are on order. I have asked the Federal Transit Administration for a pre-award authority to ensure we have approval to seek reimbursement from a future bus grant. I expect FTA approval to proceed and will ask Commissioners to approve the purchase at their next meeting. Our drivers say the cameras have deterrent value.

We are very concerned to provide the proper level of support and response to our bus operators, to provide assistance in helping passengers and responding to passenger problems. MTA's Safety Supervisor spends nearly all of his time on-street, available to respond to transit and school bus operators having a problem, coordinating with school principals, Highway, Traffic and Parking, Police and Parks Departments, investigating operator safety concerns, and interfacing directly with passengers having problems requiring our assistance. We made organizational changes four years ago to establish this direct support position, however, there is a weekly span of service of 80 hours. To improve operator security will require we find ways to increase the level of direct support on-street. I am reviewing our staffing for the MTA Commissioners to determine what we can do to improve on-street coverage.



Honorable Mayor Guinta and Aldermen January 18, 2008 Page 2

We have procedures for coverage during the Supervisor's off-hours and rotate an on-call after-hours emergency phone among managers on a weekly basis. I have recently made changes to stagger management work hours to ensure a manager on duty to 6:30 PM and a management rotation for improved support on Saturday.

MTA's Route and Schedule Planning Process

Following implementation of the significant service changes in July 2007 and leading to the corrections that were made on December 10, 2007, we conducted a thorough planning process involving our Customer Service Committee and monthly reports to the Board of Commissioners. The Customer Service Committee includes three staff, three drivers, an MTA Commissioner and representative from SNHPC. It was an inclusive process leading to recommendations made to the Commissioners on October 27. Because of the need to accomplish route running time correction prior to encountering holiday shopping season traffic in early December, the service planning process had to be concluded in a short period of time. Our joint committee met in July and then twice during October to discuss ways to resolve concerns with route running time and improving frequency of service on streets covered by two routes. There was committee consensus on most of the recommendations that were made to the Commissioners on October 27 as a result of this collaborative process.

The December 10 changes were made primarily to guarantee on-time performance of our schedules by increasing running times on problem routes. We increased the round-trip times on three routes from 30 minutes to 45 minutes and on one route from 60 minutes to 75 minutes. A second objective was to shift some downtown start times by 30 minutes so that where two routes serve an outlying location, like East Side Plaza, Bridge Street, or McGregor/Main Street, a 30-minute availability at those service locations can be provided. To do this required we interline (combine) the routes in different combinations passing through downtown.

The complaint made to you was fewer buses traveling the length of Elm Street through downtown. The following paragraphs discuss some of these changes.

The Route 5 River Rd/SNHU route now travels south on Canal to Granite and north on Elm to Veterans Park, then becomes the Rt. 13 Bedford going north on Elm Street to Bridge Street at 45 minutes after each hour. It formerly traveled Canal to Dow and south on Elm trailing five other buses from Bridge Street at 25 minutes after each hour. It was formerly combined with a route going south from the Center of New Hampshire on Elm Street. River Rd/SNHU passengers still have direct service to Elm Street, only it is going northbound from Granite after serving the downtown terminus at Veterans Park.

We formerly served Commercial Street through the Millyard with the inbound Route 13 Bedford, turning from Elm to Spring, then via Commercial and Granite to the Manchester Transportation Center and Center of New Hampshire. Drivers on the Committee suggested we combine the inbound Rt. 11 Front Street, which has adequate running time, with the southbound



Honorable Mayor Guinta and Aldermen January 18, 2008 Page 3

Rt. 3 Airport to preserve its connection with the Transportation Center yet relieve running time problems on the Rt. 3 Airport. So now, the Rt. 13 Bedford travels directly south on Elm Street and the Rt. 11 Front Street turns from Elm to Spring, then Commercial and Granite to the Transportation Center in its place.

The new Route 9 DW Highway formerly operated north and south on Elm from Harrison Street at the same times the Rt. 7 VA Hospital traveled north and south on Elm Street from Prospect Street, one block south of Harrison. The buses followed each other the length of Elm Street. On December 10, the Route 1 Bridge St/Dartmouth Hitchcock and the Rt. 9 DW Highway were made 45 minute round-trip routes. They were combined with the Rt. 7 VA Hospital route to create a two-hour rotation and therefore maintain hourly frequencies on all three routes with two buses. The Rt. 1 Bridge St. route travels south on Elm Street at :40 after each hour and becomes the Rt. 9 DW Highway at the Center of New Hampshire at :45 after the hour. Instead of traveling north on Elm at this time, this bus (headed southbound) travels via Lake to Union and then north-south on Union to and from Webster/DW Highway. This establishes new north-south service on Union between Lake and Webster, where formerly the only north-south service downtown was on Elm. Passengers traveling inbound on the Rt. 9 DW Highway via Union Street, who wish to go to destinations on Elm Street, may stay on the bus when it arrives at Veterans Park at :30 after each hour and becomes the Rt. 7 VA Hospital route northbound on Elm Street.

I attach a chart to illustrate the changes in numbers of buses traveling the length of Elm Street from Bridge to Pleasant Street for the periods beginning July 2 and December 10, 2007.

Please feel free to call me at 623-8801 extension 612 if you require any further clarification or would like to discuss these issues further.

David Smith

Buses Travelling North and South on Elm between Wall Street and Vets Park/CNH

Southbound to Cent	er of NH
INBOUND	

Northbound from Vets Park **OUTBOUND**

Weekday Buses Arriving ar	d Departing on Half-Ho	ur (:30)
---------------------------	------------------------	----------

Effective 7/2/2007	12/10/2007	7/2/2007
1-Bridge St 2-Hanover St	2-Hanover	6-Bremer 7-VA Hospital

7-VA Hospital 9 DW Hwy

12/10/2007

6-Bremer

11-Front St

12/10/2007

5 River Rd 11-Front 6-Bremer 6-Bremer

13-Bedford 13-Bedford 11-Front

Weekday Buses Arriving and Departing at 45 After The Hour (:45)

12/10/2007 7/2/2007 12/10/2007 7/2/2007

> 13-Bedford 1-Bridge St

> > 7/2/2007

Weekday Buses Arriving and Departing On The Hour (:00)

12/10/2007 7/2/2007 5-River Rd 5-River Rd 7-VA Hospital 7-VA Hospital 9-DW Hwy 1-Bridge St 9-DW Hwy



The State of New Hampshire

DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

January 22, 2008

Robert S. Lamontagne Hampshire Ventures Inc. 317 South River Rd Bedford, NH 03110

RE: Wetlands Bureau Complaint File #2004-02393, Riverfront Dr, Manchester
Tax Map105, Lots 12B-J

CITY OLERKS OFFICE

Dear Mr. Lamontagne:

On December 11, 2007, the Department of Environmental Services ("DES") Wetlands Bureau issued a Letter of Deficiency # WET 07-107 (the "LOD") requesting that you provide a plan for removal of a concrete boat ramp and concrete anchoring pad on your property located on Riverfront Drive, with frontage on the Merrimack River, more particularly described on the City of Manchester Tax Map 105 as Lots 12B-J (the "Property").

An administrative review of the file was conducted in response to written correspondence received by DES on December 26, 2007, from Keach-Nordstrom Associates, Inc,. Based on the review the Department has determined the following actions are required to bring the Property into compliance:

- 1. The concrete boat ramp and access paths to the ramp are to be removed and the areas restored to prior conditions to include native plantings along the bank. Submit a plan for removal and restoration of the ramp area within 20 days from the date of this letter to DES for review and approval; and
- 2. Within 60 days from the date of this letter submit to DES a request to amend Wetlands Permit #2004-02393 to retain the concrete anchoring pad, dock access and dock location as constructed. The amendment request requires a notarized letter of approval from the City of Manchester to retain the concrete anchoring pad and dock access over the City of Manchester's drainage easement.
- 3. If you unable to obtain permission from the City of Manchester to retain the concrete pad and dock access as constructed, you will be required remove the concrete pad and relocate the dock access per the plans approved by DES on March 3, 2006, as prepared by Keach-Nordstrom Associates, Inc. dated September 2004.

Issuance of this letter shall not preclude further enforcement by DES. Failure to comply with RSA 482-A will result in enforcement by DES, including but not limited to the issuance of fines, administrative orders, or referral to the New Hampshire Office of the Attorney General for

DES Web site: www.des.nh.gov

File #2004-02393 January 22, 2008 Page 2 of 2

prosecution of civil or criminal penalties. If an order is issued to you, it may also be recorded with the Registry of Deeds as an encumbrance against your property.

Be advised the Division is considering proposing administrative fines for the work conducted on the Property in violation of the approved permit.

Thank you for your attention to this matter. If you have any questions please do not hesitate to contact me at (603) 271-6876 or by email at Jeffrey.Blecharczyk@des.nh.gov.

Sincerely,

Jeffrey D. Blecharczyk

Shoreland Compliance Coordinator

DES Wetlands Bureau

cc: Manchester Conservation Commission Manchester Planning Department

Manchester Public Works Department

Manchester Board of Selectmen Keach-Nordstrom Associates Inc





22 Eastman Avenue Bedford, NH 03110-6702 603-626-7366 603-641-1196 fax www.rjmoreau.com

With Extreme Thanks

Dear Sponsors.

With the generous support of our sponsors, like you, our volunteers, and our communities, **Extreme Makeover Home Edition** came to the state of New Hampshire in *October 2007* to help one family, the Voisines. When the cameras finished rolling, and ABC left town, we realized what had truly happened, an event unparalleled in the show's history. The show had more sponsors and volunteers than any other come together as a community, to help their community. To you, the sponsors, the volunteers, the unsung heroes of New Hampshire, we at R.J. Moreau Communities and the Voisine family thank you for making this a truly memorable 2007 for all of

It is time to think forward into the New Year and one of the first things coming up will be the air date event for the "Extreme Makeover: Home Edition" New Hampshire build on Sunday, January 27.

As you may or may not be aware, ABC has decided to expand the episode from the typical one-hour episode to a two-hour special. It seems they had too much good footage to cut! Our hat's off to all — you should be very proud as you made New Hampshire's build one of the best in the history of the show!

To celebrate, we are inviting our sponsors and our community — especially everyone who participated in the build and their families — to watch the show live on the JumboTron at *Verizon Wireless Arena* in Manchester.

We would ask you, our sponsors, to please make sure we have your banners so that we could display them once again, this time at the *Verizon Wireless Arena*. We will also need to verify that we have your logos, we will use them in the power point presentation that will be viewed as people enter the arena. Please email logos to melanieagraham@yahoo.com.

Admission is free. In addition to the show, there will be special guests, raffles and other activities, including a behind-the-scenes documentary on the volunteers who made this happen. The doors will open at 6 p.m. and the program will begin at approximately 6:45. It will be general seating (first come, first served), so arrive a little early. Concessions will be open for food and drink. We want to show ABC how special New Hampshire is, so let's fill the arena! All of those who were able to volunteer as well, please wear your blue shirts so that you can be recognized.

We are asking, once again, for a demonstration of New Hampshire's community spirit, with the donation of items and/or services for raffles during the show. Please let us know if you are interested, or know of others who would like to contribute. All proceeds from the raffles will go to Rebuilding Together of Greater Manchester to help other families.

Please accept the enclosed certificate as a token of our appreciation for all you did for your community and for the Voisine family—we have all been humbled by everyone's generosity and there is no adequate means to express our gratitude.

"New Hampshire - Giving that gives back"

Sincerely,

Reginald Moreau, Jon Lariviere & Staff R.J. Moreau Communities, LLC www.rjmoreau.com
Extreme Makeover Home Edition – NH Sundays 8:00PM Eastern Time on ABC

January 2008

With Extreme Thanks



Edition came to the state of New Hampshire to help one family, the Voisines. When the cameras finished rolling, and ABC left town, we realized what had truly happened, an event unparalleled in the show's history. More sponsors than any other show, came together as a community, to With the generous support of our sponsors and our community, Extreme Makeover Home help their community.

the unsung heroes of New Hampshire, we at RI Moreau Communities and the , our sponsors, Voisine Family thank you for making this a life changing experience-To you,

Reginald Moreau

R.J.MOREAU

22 Eastman Ave. Bedford, NH 03110 603-626-7366 Fax 603-641-1196

Jon Lariviere

October 2007



Trinity High School

581 Bridge Street • Manchester, New Hampshire 03104-5395 Tel. (603) 668-2910 • Fax (603) 668-2913



City of Manchester,

Have you ever wondered where your company would be today without some key piece of technology? Where does the software or next innovation come from? Allow me to introduce you to the robotics program currently in place at Trinity High School in Manchester, NH. Trinity High School is a small regional parochial school which serves over 32 communities throughout NH and MA.

FIRST (For Inspiration and Recognition of Science and Technology) helps students discover the rewards and excitement of science, engineering, and technology. Founded by Dean Kamen from Manchester, NH in 1992 - research has shown that FIRST has "significantly improved students' attitudes about math and science and has fostered a culture of teamwork, leadership, and self-confidence — all key items for any industrial connoisseur. Recently launching the seventeenth annual competition "FIRST Overdrive", nearly 40,000 high school students in 8 countries will be competing this year alone — and the numbers keep growing! The students' robots are designed to race around a track knocking down 40" inflated Trackballs then moving them around the track and finally passing them either under or over a 6'-6" overpass.

The design, building, and competition of these robots have provided Trinity students with exceptional hands-on opportunities in design, engineering and computer technology. We've received our kit of motors, batteries, a control system, and a mixture of automation components with endless boundaries and no instructions. We'll be taking on the challenges this year as the Checkmate team and will be competing in the 2008 tournaments at the Verizon Wireless Arena, the Boston University Agganis Arena, as well as the World Championship in Atlanta's Georgia Dome. Each challenge measures the effectiveness of the robot, the power of collaboration, and the determination of the students!

While our title sponsor, Intelitek (a small educational technology company), provides us with volunteer coaches, their business facility for building the robots, and funding for approximately one-third of the budget. We need additional funding to cover our annual budget of \$40,000. Our goal is to raise \$10,000 which will cover multiple costs for our *FIRST* competition events this year. *Our fundraising deadline is March 1*st!!

We would like to invite you to reach our team's fundraising goal. Not only will it be an investment in the future leaders in technology, your sponsorship will provide you with a tax deduction, and free advertising:

Gold Sponsors (\$1000+) Silver Sponsors (\$500 - \$1000) Bronze Sponsors (up to \$500) Logo/name on robot, name on banner, name on team T-shirt

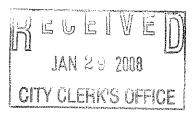
Name on banner, name on team T-shirt

Name on team T-shirt

We invite you to take a look at our enclosed brochure to learn more about the *FIRST* program and to consider sponsorship in this worthwhile endeavor. We would be happy to answer any questions or provide you with more information about the robotics program at Trinity. Please feel free to contact us anytime. On behalf of the Checkmate Team — we appreciate your time and consideration into this life changing program that inspires young adults to pursue opportunities in science and technology.

Joseph Pouliot Faculty Advisor Trinity Robotics Team







We are ready to sponsor Team Checkmate for their 2008 Robotics Season! Don't forget to send us our Tax Deductible Receipt!!

Please	find	the	enclosed	amount	of	\$
--------	------	-----	----------	--------	----	----

Mot Veton

We need more time and information!

Please contact us at the listed address:
described and the second secon

Join Us at the BAE Competitor

Go To <u>www.usfirst.org</u> For More Information!
This Event is Free to the Public!





CITY OF MANCHESTER

Planning and Community Development



Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

January 28, 2008

Honorable Members of the Board of Mayor and Aldermen City Hall One City Hall Plaza Manchester, New Hampshire 03101

re: Draft Master Plan and referral to Bills on Second Reading

Honorable Board Members:

The Planning Board, through a Steering Committee, has been working on a new City Master Plan which was last completed in 1993. I have attached a copy of the draft which currently includes roughly half of the sections that the Plan will include. The plan provides a vision for the future development of the City and also forms the legal basis for the City's Zoning Ordinance.

I would request that the matter be referred to the Committee on Bills on Second Reading so that the Steering Committee can make a presentation at the Committee level.

If you have any questions, I will be available at your meeting.

Sincerely,

Robert S. MacKenzie, AICP

Director of Planning and Community Development

In the year Two Thousand and Eight

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2006 CIP 810206 First Public Art Sculpture Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a contribution in the amount of \$10,000 from the Manchester Art Fund for the purpose of placing an art sculpture in front of the Verizon Wireless Arena;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 810206 - First Public Art Sculpture Project - \$10,000 Other From (\$40,000 Arts) to (\$40,000 Arts & \$10,000 Other)

Resolved, that this Resolution shall take effect upon its passage.



In the year Two Thousand and Eight

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Million Nine Hundred Thousand Dollars (\$9,900,000) for the FY2008 CIP 310308 Renovation of The Manchester School of Technology Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 4 contains all sources of General Obligation Bond funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to authorize Bond funds in the amount of \$2,475,000 and to accept State Department of Education funds in the amount of \$7,425,000 to be used for the renovations to the Manchester School of Technology;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 310308 – Renovation of the Manchester School of Technology Project - \$2,475,000 Bond \$7,425,000 DOE \$9,900,000

Resolved, that this Resolution shall take effect upon its passage.



In the year Two Thousand and Eight

A RESOLUTION

"Amending the FY2007 Community Improvement Program, authorizing and appropriating funds in the amount of Twelve Thousand Seven Hundred Fifty Four Dollars (\$12,754) for the 2007 CIP 510907 Park Improvement Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2007 CIP as contained in the 2007 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a donation from the Friends of The Valley Cemetery to be put towards the costs associated with the recent renovation activity of that facility;

NOW, THEREFORE, be it resolved that the 2007 CIP be amended as follows:

By increasing:

FY2007 CIP 510907 - Park Improvement Project - \$12,754 Other From \$1,975,000 to \$1,987,754 (\$1,975,000 Bond & \$12,754 Other)

Resolved, that this Resolution shall take effect upon its passage.



The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Monthly Financial Statements (unaudited) for the five months ended November 30, 2007 and is forwarding same to the Board for informational purposes.

(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.) (Unanimous vote, December 2007.)

Respectfully submitted,

Perk of Committee

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

- a) department legend;
- b) open invoice report over 90 days by fund;
- c) open invoice report all invoices for interdepartmental billings only;
- d) open invoice report all invoices due from the School Department only;
- e) listing of invoices submitted to City Solicitor for legal determination; and
- f) accounts receivable summary

and is forwarding same to the Board for information purposes.

(Note: available for viewing at the Office of the City Clerk and previously forwarded to the Mayor and Aldermen.) (Unanimous vote, December 2007.)

Respectfully submitted,

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has approved an addition of one vehicle to the Police Department fleet for the Community Policing Division.

(Unanimous vote.)

Respectfully submitted,

k of Committee



The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request for acceptance and expenditure of funds in the amount of \$12,754 from the Friends of the Valley Cemetery for the 510907 Parks Improvement Project be approved, and for such purpose a resolution and budget authorization have been submitted.

(Unanimous vote.)

Respectfully submitted,

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request for acceptance and expenditure of \$7,425,000 State Department of Education funds for the 310308 Renovation of Manchester School of Technology be approved and for such purpose a resolution and budget authorization have been submitted.

(Aldermen Garrity, Shea, O'Neil and Smith in favor; Alderman Gatsas opposed)

Respectfully submitted,

Lick of Committee



City of Manchester

Department of Highways Facilities Division

275 Clay Street Manchester, New Hampshire 03103-5613

(603) 624-6555 Administrative Office (603) 624-6562 Fax Frank C. Thomas Public Works Director

Kevin A. Sheppard

Deputy Public Works Director

Timothy I. Clougherty
Chief Facilities Manager

MEMO

To:

Carol Johnson

From:

Tim Clougherty

Date:

01/16/08

Re:

CIP #310308

Attached please find information requested by the CIP Committee, for distribution with the Committee report.



MANCHESTER SCHOOL OF TECHNOLOGY

<u>Other</u>	~ 1	Amount	Description	
Equipment	ક્ક	350,000	Program related equipment and fur shings	shings
Contingency	6	000'009	600,000 Funding for unforeseen conditions during sonstruction	construction
Geotech, Survey, Construction Period Testing	↔	40,000	Soil bearing analysis, site survey, concr e and steel testing etc.	e and steel
Total	69	000'066		

Explanation of "Other" Costs as referenced on CIP Budget Authorization Form CIP # 310308



The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request for acceptance and expenditure of funds in the amount of \$10,000 from the Manchester Art Fund for 810206 First Public Art Sculpture be approved and for such purpose a resolution and budget authorization have been submitted.

The Committee notes that it has requested the Planning Director obtain and forward a communication from SMG advising there is no objection to the placement of the sculpture at the Verizon location.

(Unanimous vote.)

Respectfully submitted,

Clerk of Committee

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has approved a request by Helping Hands to reallocate \$299,693.52 of CIP funds for the Agency's Project at 140 Central Street. These funds were previously approved by the BMA for an Agency project at another location. The assistance to be in the form of a 0% loan to be used to payoff a higher interest second mortgage, make improvements to the property estimated to cost \$70,000 and write down the existing first mortgage with the remaining balance. Said actions to be formalized in an agreement with the City and included in a promissory note and mortgage to be drawn up and recorded. (Unanimous vote.)

Respectfully submitted,

of Committee

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition for acceptance of a dedication of a portion of Cartier Street submitted by Andrew Sullivan, Esq. be referred to a Road Hearing to be scheduled on the next available date to be determined by the City Clerk.

(Unanimous vote.)

Respectfully submitted,

Company of the Compan

ANDREW H. SULLIVAN

Attorney At Law

P.O. Box 10354 24 Eastman Avenue Bedford, New Hampshire 03110

Tel (603) 644-5291 Fax (603) 644-0268

January 11, 2008

City of Manchester Office of the City Clerk One City Hall Plaza Manchester, NH 03101

RE: Discontinued Portion of Cartier Street

Tax Map 297, Lot 21 Tax Map 297, Lot 1A Tax Map 400, Lot 7

Dear City Clerk,

In regards to the above, enclosed please find:

PETITION TO ACCEPT AS A TOWN ROAD, the within described section of a previously discontinued portion of Cartier Street, together with a WAIVER OF DAMAGES requested by Attorney Tom Arnold.

Any questions or if anything further is required, please contact the office.

Thank you.

Andrew H. Sullivan

AHS/bb

Hand-delivered at the City of Manchester, Office of the City Clerk on this 11th day of January, 2008.

Johnson 1 1 -2

RECEIVED BY:_

Print Name:

700

ANCHORMAN

The Undersigned respectfully represent that for the accommodation of the public there is occasion for dedication and acceptance of a Class IV street over a portion of land lying over sections Tax Map 297, Lot 21, Tax Map 297, Lot 1A and Tax Map 400, Lot 7.

The undersigned respectfully represents that for the accommodation of the public, there is occasion for dedicating and accepting as a Class IV or better city street that portion of a discontinued portion of Cartier Street, as described below:

DESCRIPTION OF ROAD AREA FOR WHICH DEDICATION AND ACCEPTANCE IS PETITIONED:

Beginning at the current northerly terminus of the Class IV section of Cartier Street, north of the intersection of Cartier Street (running south to north) and Hecker (Adam) street (running east to west), and extending north 75' +/- with a 40' width (20' feet on either side of the center line continuing north from the center line of the existing Class IV section of Cartier Street). Said road area more shown as shaded area and cross hash areas identified as Parcel A, B & C on attached plan by Eric C. Mitchell & Assoc. Inc. dated July 2, 2007.

NOW THEREFORE, the undersigned hereby respectfully state that this petition dedicates the above referenced road area to the City of Manchester for a public street and that, further, the undersigned requests that the City of Manchester accepts the above-described section of Cartier Street extension so that henceforth it shall be Class IV Road.

ANN M. SCHNEIDERHEINZE LIVING TRUST [Owner of Tax Map Lot 297, Lot 1A]

Ann M. Schneiderheinze, Co-Trustee

Ann W. Senneiderneinze, Co-prusiee

Robert P. Schneiderheinze, Co-Trustee Date: 1~7~0%

1/3

WOLF R. ZAMOR & MARIE C. CHOATE

[Owner of Tax Map 297, Lot 21]

Date:

PAUL R. AUDET, LOUIS A. AUDET and HELEN S. AUDET

[Owner of Tax Map 400, Lot 7]

Louis A. Audet

Date:

Helen S. Audet

Date: 1-6-68

WAIVER OF DAMAGES

In consideration of the laying out, or acceptance of dedication, of that portion of Cartier Street, Manchester, County of Hillsborough, New Hampshire described in EXHIBIT A, annexed hereto and made a part hereof, we, the undersigned, all owners of building lots abutting that portion of Cartier Street described in Exhibit A, with full knowledge of New Hampshire Revised Statutes annotated Chapter 231 and especially Sections 231:15 to 231:20 and Sections 231:34 to 231:37 do hereby waive any and all claims for damages that I may have under New Hampshire Revised Statutes Annotated Chapter 231 or any other provision of law for the laying out or acceptance of dedication of and construction of a portion of Cartier Street as set forth in the attached Cartier Street Petition to Dedicate and Accept that portion of Cartier Street described in Exhibit A.

I specifically acknowledge that I will not ask for nor receive any compensation in any form whatsoever for the laying out and/or construction of the said portion of Cartier Street, Manchester, New Hampshire, more particularly described in EXHIBIT A, annexed hereto and made a part hereof.

ANN M. SCHNEIDERHEINZE LIVING TRUST

[Owner of Tax Map Lot 297, Lot 1A]

nn M. Schneiderheinze, Co-Trustee

Date: 1/1/08

Robert P. Schneiderheinze, Co-Trustee

Date: 1-7-08

WOLF R. ZAMOR & MARIE C. CHOATE

[Owner of Tax Map 297, Lot 21]

Date:

PAUL R. AUDET, LOUIS A. AUDET and HELEN S. AUDET

[Owner of Tax Map 400, Lot 7]

Date: 1-6-0多

Louis A. Audet

Date:

EXHIBIT A

<u>DESCRIPTION OF ROAD AREA FOR WHICH DEDICATION AND ACCEPTANCE IS PETITIONED:</u>

Beginning at the current northerly terminus of the Class IV section of Cartier Street, Manchester, Hillsborough County, New Hampshire located north of the intersection of Cartier Streeet (running south to north) and Hecker (Adam) street (running east to west), and extending north 75' +/-with a 40' width (20' feet on either side of the center line continuing north from the center line of the existing Class IV section of Cartier Street). Said road area more shown as shaded area and cross hash areas identified as Parcel A, B & C on attached plan by Eric C. Mitchell & Assoc. Inc. dated July 2, 2007.



To: CAROL, CITY CLERK 624-6481 (FAX)

FROM: ROBERT SCHNEIDERHEINZE

472-8012

Abutters name and addresses regarding Cartier Street acceptance.

Paul Audet 96 Allen Road Bow, NH 03304

Louis Audet 140 New Road o Canterbury, NH 03224

Helen Audet 98 Cartier Street Manchester, NH 03102

Wolf R. Zamor & Marie C. Choate 144 Back River Road Bedford, NH 03110

Ann & Robert Schneiderheinze 31 Nathan Cutler Drive Bedford, NH 03110

07

ABUTTERS LIST Cartier Street petition

Tax Map 297, Lot 1A,

Ann M. Schneiderheinze Co-Trustee

Robert P. Schneiderheinze Co-Trustee Ann M. Schneiderheinze Living Trust

31 Nathan Cutler Drive Bedford, NH 03110

Map 297/ Lot 21

Wolf R. Zamor Marie C. Choate 77 Hecker Street

Manchester, NH 03102

Map 400 / Lot 7

Paul R. Audet Louis A. Audet Helen S. Audet 96 Allen Road Bow, NH 03304

11-8

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has reviewed an ordinance amendment relating to union contract provisions as follows:

"Amending Sections 33.024, 33.025 (Custodial Services Supervisor – Police, Equipment Maintenance Superintendent I-Police, Equipment Maintenance Superintendent II-Fire, & Equipment Mechanic II-Fire) of the Code of Ordinances of the City of Manchester."

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote except for Alderman Shea who was absent.)

Respectfully submitted,

Clerk of Committee

In the year Two Thousand and

eight

AN ORDINANCE

"Amending Sections 33.024, 33.025 (Custodial Services Supervisor – Police, Equipment Maintenance Superintendent II-Police, Equipment Maintenance Superintendent II-Fire, & Equipment Mechanic II-Fire) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Change classification title for Custodial Services Supervisor-Police, Class Code 5011
Equipment Maintenance Superintendent I-Police, Class Code 5571,
Equipment Maintenance Superintendent II-Fire, Class Code 5581 &
Equipment Mechanic II-Fire, Class Code 5541

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Change grades for Custodial Services Supervisor-Police, Class Code 5011, Grade 18,

Equipment Maintenance Superintendent I-Police, Class Code 5571, Grade 21

Equipment Maintenance Superintendent II-Fire, Class Code 5581, Grade 22 &

Equipment Mechanic II-Fire, Class Code 5541, Grade 18

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are herby repealed.





Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Custodial Services Supervisor - Police
Class Code Number	5011

General Statement of Duties

Manages and supervises the custodial cleaning function for schools and municipal buildings.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the attainment of clean, safe, orderly and pleasant environments within municipal buildings. The work is performed under the supervision and direction of the Public Building Services Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of the Custodial Program. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an office environment and municipal buildings managing custodial services.

Examples of Essential Work (illustrative only)

- Supervises, plans, organizes and directs custodial services within schools and municipal buildings;
- Prioritizes jobs and distributes assignments;
- Inspects all completed work;
- Trains staff in job duties;
- Assures maintenance of supplies and equipment used in custodial operations;
- Assures physical support to custodial staff in the completion of their duties;

- Makes recommendations on how to better structure job duties towards reaching the goal of clean and safe municipal buildings;
- Assures needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification:
- Coordinates school functions with custodial services;
- Maintains records of oil consumption and coordinates with School Department.

Required Knowledge, Skills and Abilities (at time of appointment)

- Comprehensive knowledge of custodial maintenance operations and procedure;
- Thorough knowledge of all equipment and supplies related to facilities maintenance, including chemicals used for cleaning;
- Substantial knowledge of facilities maintenance operations and procedures;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, train, coordinate and evaluate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in custodial operations; and
- Two (2) years supervisory experience;



*	Any equivalent combination of experience and training which provides the knowledge, skills
	and abilities necessary to perform the work.

Required Special Qualifications

Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform janitorial duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a range of arm movements necessary to complete cleaning duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the municipal buildings at heights, on ladders, roofs and outside during extreme summer and winter conditions.

Approved by:	Date:	
Approved by.	_ Dato	

1-4

Update



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title		Equipment Maintenance Superintendent I - Police
Class Code Number	ee way it is	5571-21

General Statement of Duties

Supervises mechanical repair and maintenance work on City vehicles, equipment and related facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of an assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Mechanic I and related support personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all assigned vehicles, equipment and related;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all vehicles and equipment;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;

- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains through and accurate records of all repair activities;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities:
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;

(/-6

- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School, supplemented by training in automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.
- Various ASE Certifications preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

Approved by:	BMA		Date: Feb 21, 2006
		*	

Update



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

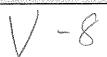
Class Title	Equipment Maintenance Superintendent II - Fire
Class Code Number	5581 - 22

General Statement of Duties

Supervises mechanical repair and maintenance work on vehicles and heavy equipment associated with large civic construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of the Chief of Street Operations or other assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Service technician I and II, Equipment Mechanic I and II and Shop Supervisor. This class is distinguished from the class of Equipment Maintenance Superintendent I by the responsibility for large scale civic construction equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.



Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all heavy equipment used in civic construction projects, including single and tandem axle trucks, motor patrols, loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, snowblowers, pavers, planers, bulldozers, street sweepers, power shovels, cranes, deadlines, clam shells and related;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all heavy equipment and vehicles;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;
- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains through and accurate records of all repair activities;
- Oversees all buildings within the Highway Department, including coordinating repairs and inspecting completed work;
- Performs complete repair and maintenance of heavy equipment used in civic construction projects, including single and tandem axle trucks, motor patrols, loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, snowblowers, pavers, planers, bulldozers, street sweepers, power shovels, cranes, deadlines, clam shells and related;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Installs specialized components to heavy equipment used in Highway and Airport operations;
- Performs structural and equipment repair and maintenance at related facilities;
- Completes fabrications on vehicles and heavy equipment and designs and builds specialized items as requested;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries:
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use:
- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;

1-9

- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and construction equipment;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;
- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;



- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED, supplemented by training in automotive repair; and
- Extensive experience in heavy equipment maintenance and repair with some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Class B CDL.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

	•	
Approved by:		Date:

/-11



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Mechanic II - Fire
Class Code Number	5541-18

General Statement of Duties

Completes mechanical repair and maintenance work on vehicles and heavy equipment associated with large civic construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II, Shop Supervisor or other assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Equipment Mechanic I by performing mechanical duties on large scale civic construction equipment. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

Performs complete repair and maintenance of heavy equipment used in civic construction projects, including single and tandem axle trucks, motor patrols, loaders, motor graders, backhoes, truck or tractor and trailer combinations, low-boy, self propelled roller, snowblower, pavers, planers, bulldozers, street sweepers, power shovels, cranes, draglines, clam shells and related;

- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Installs specialized components to heavy equipment used in Highway and Airport operations;
- Performs structural and equipment repair and maintenance at related facilities;
- Completes fabrications on vehicles and heavy equipment and designs and builds specialized items as requested;
- Inspects, tests and repairs vehicle electrical charging systems, including alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use:
- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities:
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles and construction equipment;
- Thorough knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Thorough knowledge of electronics and computer systems in automotive vehicles and equipment;
- Thorough knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Thorough knowledge of the servicing and repair of air brakes and systems;
- Thorough knowledge of power steering and automotive air conditioning controls and systems;

- Thorough knowledge of both manual and automatic transmission operations and repair;
- Thorough knowledge of differential assembly repair and maintenance;
- Thorough knowledge of repair methods of suspension systems;
- Thorough knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED, supplemented by training in heavy equipment and automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Class B CDL with air brakes. (Individuals that are hired by the Airport, Parks and Water Departments may be employed without the CDL. However those individuals must attain the Class B CDL with air brakes within the first six months of employment)

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

Equipment Mechanic II5540)	 	<u> </u>	age 4
Approved by:		 Date:		
Revision Approved by:	BMA	Date:	9/4/01	



CITY OF MANCHESTER

Human Resources Department



One City Hall Plaza Manchester, New Hampshire 03101 Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065 www.ManchesterNH.gov

January 10, 2008

Alderman Ted Gatsas, Chairman Human Resource and Insurance Committee City of Manchester One City Hall Plaza Manchester, New Hampshire 03101

Dear Alderman Gatsas and Members of the Committee:

If you will recall, during the negotiating process, certain unions were granted one grade up and two steps back. A few of the job titles in those unions are in other areas of the City. In order to have our systems and class specifications reflect the difference in salary grades, I am requesting that you approve the change in title for the following classifications:

Custodial Services Supervisor - Police

Salary grade 18

New Class Code 5011

Equipment Maintenance Superintendent I-Police

Salary grade 21

New Class Code 5571

Equipment Maintenance Superintendent II - Fire

Salary grade 22

New Class Code 5581

Equipment Mechanic II - Fire

New Class Code 5541

Salary grade 18

Your approval to make these changes will allow this office and the payroll system the ability to distinguish the approved salary grades between the departments.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted, Nuomia a Lamba Ferr

Virginia A. Lamberton

Human Resources Director

Attachments

The Committee on Public Safety, Health & Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

RESCIND STOP SIGNS - 4 – WAY- EMERGENCY ORDINANCE:

On Candia Road at Proctor Road, SWC, NEC,(Ord. 0184)

RESCIND NO PARKING ANYTIME:

On Renard Street, north side, from a point 60 feet east of Benjamin Street to a point 80 feet easterly (Ordinance number not yet assigned)
On Notre Dame Ave., east side, from a point 100 feet north of Wayne Street to a point 50 feet north (Ord.3441)
On Notre Dame Ave., west side, from a point 180 feet south of Amory Street to a point 73 feet southerly

NO PARKING ANYTIME:

On Notre Dame Ave., west side, from a point 195 feet south of Amory Street to a point to a point 58 feet southerly

REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted august 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

(Unanimous vote)

Respectfully submitted,

Cleric of Committee

The Committee on Public Safety, health and Traffic respectfully advises, after due and careful consideration, that it has approved a request for the use of Arms Parking Lot on Saturday, August 9, 2008 to host a bicycle tour subject to approval of Police, Fire, Risk, Parking and City Clerk.

(Unanimous vote.)

Respectfully submitted,



The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request for reclassifications, new class specifications and reorganization of the Office of the City Clerk be approved; and further recommending adoption of related ordinances under the suspension of the rules.

(Unanimous vote except for Alderman Shea who was absent.)

Respectfully submitted,

Werk of Committee



CITY OF MANCHESTER

Human Resources Department



One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov

January 23, 2008

Alderman Ted Gatsas, Chairman Human Resource and Insurance Committee City of Manchester One City Hall Plaza Manchester, New Hampshire 03101

Re: Request for Reclassifications, New Class Specification
And Reorganization

Dear Alderman Gatsas and Members of the Committee:

On behalf of Carol Johnson, City Clerk, I am requesting that the Board support several changes in the organizational structure of the City Clerk's Office. As we know, Carol has been employed in the City Clerk's Office for over twenty years. During those years, she has had the opportunity to observe different organizational structures and has concluded that at this time, the structure should change to reflect the following:

- Eliminate two of the Deputy positions and reclassify them to new class specifications;
- Eliminate the Deputy Clerk of Administration class specification and from the budgeted salary funds, establish two new support positions to meet the demands of the office.

The specific details are as follows:

- Reclassify the Deputy of Licensing and Facilities, salary grade 20, to a new class specification titled Licensing, Compliance and Facilities Coordinator, salary grade 17.
 This new classification will oversee business licensing and enforcement, perform compliance and coordination duties associated with NET, supervise facility maintenance position as well as the Security Officers. This position will also be responsible for contracted election technicians and interns.
- Reclassify the Deputy Clerk of Administrative Services, salary grade 17, to a new classification titled Vital and Legislative Records Supervisor, salary grade 16. This new classification will supervise the activities of the vital records operations and active legislative records. This position will also be responsible for transcribing minutes, preparing agendas and reports, as well as providing executive support services. This position will be responsible for the daily supervision of the Customer Service Representative III's, the Courier, a new Administrative Assistant III as well as part time clerical staff.

Abolish the Deputy Clerk of Financial Administration, salary grade 17. The salary appropriation for this position is \$58,415. Take these funds and create two new support positions. Specifically, one Administrative Assistant II, salary grade 13 and one Administrative Assistant III, salary grade 14. The Administrative Assistant III will report to the new Vital and Legislative Records Supervisor position to provide support to the Board of Mayor and Aldermen, transcribe minutes from meeting, prepare correspondence, announcements, legal notices, etc. etc. The second Administrative Assistant will be assigned to the general administration/elections staff and report to the City Clerk as well as the Deputy City Clerk.

I am attaching a copy of the proposed new organizational structure for your review and information. As you will note, the different functions of the City Clerk's Office are clearly defined and structured to ensure accountability for the office.

I am also attaching copies of the new proposed class specifications of Vital and Legislative Records Supervisor and Licensing, Compliance and Facilities Coordinator for your review and approval.

If this reorganization and the reclassifications are approved at the second meeting in February and the new employees are hired on March 17, 2008, there will be a minimum savings of \$12,945 for the balance of this fiscal year.

Your favorable approval would be greatly appreciated.

Respectfully submitted, Nuqueo a Lanke Fer

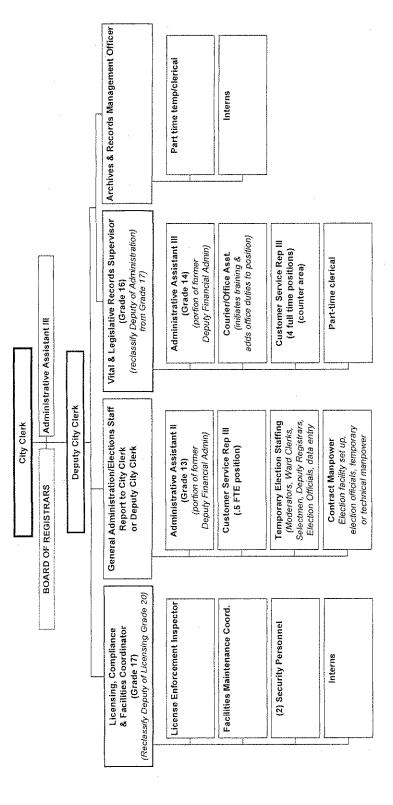
Virginia A. Lamberton Human Resource Director

Attachments

Cc: Carol Johnson, City Clerk

Office of City Clerk

PROPOSED ORGANIZATIONAL PLAN - January 23, 2008



City of Manchester New Hampshire

In the year Two Thousand and

Eight

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Licensing, Compliance and Facilities Coordinator) the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy Clerk of Licensing & Facilities, Class Code 1215 to Licensing, Compliance and Facilities Coordinator, Class Code 1217

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy Clerk of Licensing & Facilities, Class Code 1215, Grade 20 to Licensing, Compliance and Facilities Coordinator, Class Code 1217, Grade 17

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Deputy Clerk of Licensing & Facilities, Class Code 1215, Grade 20 to Licensing, Compliance and Facilities Coordinator, Class Code 1217, Grade 17, non-exempt (Spec attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Licensing, Compliance and Facilities Coordinator
Class Code Number	1217-17

General Statement of Duties

Oversees business licensing and enforcement, performs compliance and coordination duties associated with the Neighborhood Enforcement Team, and performs facility maintenance and security oversight and administrative support functions within the City Clerk's Office; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all appropriate guidelines are followed in the official processes of licensing, and to provide administrative support functions in the areas of facility maintenance, elections, and general operations of the City Clerk's office. The work is performed under the supervision and direction of the Deputy City Clerk and City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of the License Enforcement Inspector, Security Officers, contracted election technicians and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business owners and proprietors, aldermanic representatives and the public. The principal duties of this class are performed in both a general office environment and at off site locations throughout the City.

Examples of Essential Work (illustrative only)

- Coordinates the development, implementation and monitoring of business licenses and related permits issued by the City Clerk;
- Coordinates the application, issuance and enforcement of licensing activities;
- Investigates complaints relative to business licensing regulations, documents evidence, and takes actions under applicable guidelines to resolve the situation as warranted;
- Advises business owners and the public on the operations and interpretation of licensing activities;
- Prepares information for and gives testimony in court;
- Reviews and approves or denies taxicab license applications and sets internal standards, as applicable;
- Coordinates the pre-licensing, random, return-to-duty, and follow-up drug & alcohol testing of all licensed drivers of taxicabs;
- Prepares information for and gives testimony at the Board of Mayor and Aldermen and/or Committees regarding licensing actions and licensee appeals as required by ordinance;
- Coordinates a State and municipal multi-agency task force known as the Neighborhood Enhancement Team (NET) which includes the Department of Transportation, Bureau of Liquor Enforcement, State Police, Manchester Police, Fire, Health, Building, Highway, City Clerk, and Parks & Recreation departments;
- Responds to all NET complaints through a variety of communication mediums from local residents, elected officials, and State agencies;
- Tracks NET complaints from first contact through final resolution;
- Compiles statistics and reports to the Board of Mayor and Aldermen and/or Committees monthly;
- Performs public relations and promotes NET activities which includes speaking at various neighborhood watch groups gatherings, non-profit housing and community agency meetings, drafting and distributing press releases, and conducting media interviews:
- Coordinates the development and implementation of various computer applications associated with licensing, enforcement, NET compliance, and facility maintenance;
- Supervises and coordinates location, schedule and set-up of election sites City-wide, including addressing handicap accessibility, ballot and related security issues;
- Assists City Clerk in oversight of City Hall Complex facility needs including general operation, and contracted security staff under City security management policies, procedures, contracts, and regulations;
- Performs contract administration, as needed;
- Provides administrative support to Board of Mayor and Aldermen and/or Committees as assigned, including attending meetings, composing minutes, preparing agendas and reports as required;
- Composes ordinance amendments and resolutions relating to City Clerk operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

1/-1

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Comprehensive knowledge of current principles and practices associated with business licensing operations;
- Substantial knowledge of elections procedures;
- Substantial knowledge of operational areas of the Board of Mayor and Aldermen or similar municipal government legislative branch;
- Substantial knowledge of ordinances and statutes relating to all City Clerk operations with ability to quickly obtain detailed knowledge of the City's Code of Ordinances;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to performs inspection based on established City criteria for licensing requirements;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to transcribe minutes from meetings;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with Associates Degree in Public Administration, Business Administration, Criminal Justice or a closely related field; and
- Six years of experience in licensing, enforcement, compliance or coordinating the activities of an office of which three years shall have been at the supervisory level; or

11/8

• Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Certification in drug and alcohol testing within 60 days of employment.
- NH Driver's License
- Ability to obtain Justice of the Peace/Notary Public within 120 days of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor conditions during on-site inspections;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: Date:

City of Manchester New Hampshire

In the year Two Thousand and

Eight

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Vital & Legislative Records Supervisors) the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy of Administrative Services, Class Code 1195 to Vital & Legislative Records Supervisor, Class Code 1216

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy of Administrative Services, Class Code 1195, Grade 17 to Vital & Legislative Records Supervisor, Class Code 1216, Grade 16

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Deputy of Administrative Services, Class Code 1195, Grade 17, to Vital & Legislative Records Supervisor, Class Code 1216, Grade 16, non-exempt (Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Vital & Legislative Records Supervisor
Class Code Number	1216-16

General Statement of Duties

Supervises the activities of the vital records operation and active legislative records; provides clerical administrative support functions within the City Clerk's Office; performs-other duties as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all appropriate guidelines are followed in the official processes of legislative records and vital records. The position also provides administrative support functions within the general operations of the City Clerk's office. The work is performed under the supervision and direction of the Deputy City Clerk and City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, aldermanic representatives and the public. The principal duties of this class are performed in both a general office environment and at off site locations throughout the City.

Examples of Essential Work (illustrative only)

- Supervises the development, implementation and monitoring of vital records and permits issued by the City Clerk;
- Provides coordination and administrative support in the area of legislative records of the Board of Mayor and Aldermen during official meetings, including attending meetings,

and the second

- transcribing minutes, preparing agendas and reports; performs clerical functions in support of Board and Committee member activities;
- Supervises and trains the employees involved in customer service as well as active legislative records;
- Supervise and oversee City courier service;
- Prepares information for and gives testimony in court;
- Performs contract administration, as needed;
- Coordinates training and performs team leader functions to the vital records staff regarding regulations, legislation, and City policies;
- Prepares correspondences, reports, lists and other documents including research, data collection, and statistical analysis as instructed and requested by designated office personnel;
- Listens to and directs comments and complaints from the public relating to Department operations and takes appropriate action to resolve and refer such complaints;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the City Clerks Office.

Required Knowledge, Skills and Abilities (at time of appointment)

- Comprehensive knowledge of current principles and practices associated with customer service operations;
- Knowledge of operational areas of the Board of Mayor and Aldermen;
- Substantial knowledge of word document, spreadsheet and mail merge computer applications;
- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Ability to quickly obtain detailed knowledge of the City's Code of Ordinances;
- Ability to coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to transcribe, prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with Associate's Degree in Public Administration, Business Administration or a closely related field; and
- Five years of experience in an office environment of which two years shall have been in a supervisory role to include maintenance of records, interpreting rules and laws and customer service activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- NH Driver's License or access to transportation.
- Ability to obtain Notary Public/Justice of the Peace within 120 days of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor conditions during on-site inspections;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Vital and Legislative Records Supervisor	Pag
Approved by:	Date:

The Committee on Human Resources/Insurance respectfully advises that it has referred a recommendation of the Human Resources Director to reallocate positions at the Library as follows:

reallocate Library Clerk I's from slary grade 8 to salary grade 10; reallocate Library Clerk II's from salary grade 9 to salary grade 11; and reclassify one Library Clerk I to a Library Clerk II

to the full Board of Mayor and Aldermen without recommendation.

(Unanimous vote except for Alderman Shea who was absent.)

Respectfully submitted,

Perk of Committee



CITY OF MANCHESTER

Human Resources Department



One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov

November 28, 2007

Alderman Ted Gatsas, Chairman Human Resource and Insurance Committee City of Manchester One City Hall Plaza Manchester, New Hampshire 03101

Re: Request for Reallocation
Library Clerk I and II's

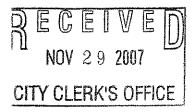
Dear Alderman Gatsas and Members of the Committee:

In early September, 2007, Denise van Zanten, Library Director, requested that this office conduct position reviews of the Library Clerk I and Library Clerk II positions for the purpose of reallocating the positions to higher salary grades. As normal protocol dictates, the twelve incumbents completed position questionnaires. The position questionnaires were reviewed by supervisory personnel as well as the Director to ensure accuracy of the duties and responsibilities. Once that was completed, desk audits were performed at both Libraries.

Once the desk audits were completed, detailed reports were done on the positions. In addition to reviewing the level of the duties assigned to the Library Clerk I and II classifications, a comparison is made of other positions in the City that are at the same salary grades, the requested salary grades and lower salary grades. As a matter of information, the Library Clerk I is at a salary grade 8. The Library Clerk II is at a salary grade 9. There is only one classification at a lower salary grade and that is a School Crossing Guard at a salary grade 7. There are two classifications at a salary grade 8. They are Custodian and, Library Clerk I. On the City side, there is only one classification at a salary grade nine (9) and that is the Library Clerk II.

This request is to reallocate the Library Clerk I's to a salary grade 10. There are seven (7) other classifications at a salary grade ten (10). They are Courier, Office Assistant, Laborer, Recreation Maintenance Worker (Temp.), Recreational Specialist I, Health Assistant, and Parking Control Officer.

This request also requests that the Library Clerk II's be reallocated to a salary grade eleven (11). There are four classifications at a salary grade eleven (11). They are Customer Service Representative I, Accounting Specialist I, Meter Reader I, and Lifeguard I.



During the course of the position review, it became increasing apparent that the Library Clerk I and II classifications are not at the proper salary grades. It is confirmed that the Library Clerk I's have duties that go beyond their classifications and level of compensation. In addition to their duties of assisting and dealing with customers (ie greets patrons, answers questions, inputting library cards, checking in and out of materials, assisting patrons in locating items, handling customer complaints, answering telephone calls) the Library Clerk I's in the inter-library loan unit are involved with lending material out not only to patrons and the consortium, but to over 300 other libraries, including international libraries. The Clerks in this unit receive requests from other libraries for materials and/or requests for information. They research the material requested and/or answer questions regarding the material. The Library Clerk I's have to be able to deal in a professional and diplomatic manner with all types of patrons/customers. Over the years there have been problems with some people who use the Library for purposes other than borrowing books. Thus, the establishment of part time Security Officers. Due to minimal staffing at the West Library, the Library Clerk I's have a broader range of duties than others and are required to "pitch" in answering questions etc. when a Librarian is not available. Similarly, the Library Clerk I in the Children's Division keeps track of the Museum passes and deals with problems regarding the passes. This Clerk is also responsible for designing flyers, mail-outs, volunteers gifts etc. etc. This Clerk must also be creative to make prizes and or gifts such as puzzles, bookmarks, certificates etc. etc. for the children.

The Library Clerks II's of which there are two, are responsible for the duties outlined above, but in addition answer higher level requests, supervise staff in the absence of a superior, collects fees, researches costs of replacing lost materials, participates in making up the master schedule and amending as needed due to vacation or sick time, are involved in the hiring of both Clerks and Pages, train new employees, participates in the performance evaluations of Clerk I's and Pages, etc. etc.

In addition to all of the above, the Library has a new sophisticated computer system called Horizon Library System. They also use Microsoft Word, Netscape Communicator, GroupWise, Microsoft Excell, Novu Solutions and Adobe Acrobat.

In summary, in addition to all of the Clerks being knowledgeable about the details of working in a Library, they must all be in constant contact with customers/patrons. These type of duties that are performed on a full time basis by other City employees are typically compensated at a higher salary grade. Therefore, I am recommending that the Library Clerk I's be reallocated from a salary grade eight (8) to a salary grade ten (10). I am also recommending that the Library Clerk II's be reallocated from a salary grade nine (9) to a salary grade eleven (11). The one exception to that is that I am recommending that one Library Clerk I (Young) be reclassified to a Library Clerk II at the new salary grade eleven. The incumbent in this position has a higher level of responsibility than the other Library Clerk I's. In addition to performing the duties of a Library Clerk I, the incumbent in this position spends fifty percent (50%) of her time doing the graphics for the Department. Those duties include organizing and formatting the procedural manual, preparing annual reports, budget reports, the new Library newsletter etc. etc.

Ms. van Zanten indicates in her request letter that she does not have funds available to support the reallocation of the positions for this fiscal year. She proposes that the reallocation take effect July 1, 2008. As a matter of information, the cost per week to support this recommendation is \$933. I would hope that the Board would allow the Library to have funds to compensate these employees prior to July 1, 2008. Funds could be transferred from the Contingency Fund to support these reallocations prior to July 1st upon final approval of the full Board of Mayor and Aldermen. Assuming that this process is completed at the Board meeting on March 4, 2008, the cost would be approximately \$14,928.

I am attaching proposed updated class specifications for the Library Clerk I and the Library Clerk II for your review and information.

I would be happy to answer any questions that you might have or provide you with any additional information that you might want.

I respectfully request that you approve this request to reallocate the Library Clerk I and Library Clerk II positions to salary grades ten (10) and eleven (11) respectively as well as reclassify one Library Clerk I to a Library Clerk II.

Respectfully submitted,

Virginia A. Lamberton

Human Resource Director

Muginiale Lamberton

Cc: Denise van Zante, Library Director

Attachments

City of Manchester New Hampshire

In the year Two Thousand and

Eight

AN ORDINANCE

"Amending Sections 33.025 and 33.026 (Library Clerk I & Library Clerk II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Library Clerk I, Class Code 8000 from Grade 9 to Grade 10 non-exempt

Reclassify Library Clerk II, Class Code 8010 from Grade 10 to Grade 11 non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Reclassify class specification, Library Clerk I, Class Code 8000 (see attached spec.)

Reclassify Class Specification, Library Clerk II, Class Code 8010 (see attached spec.)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Library Clerk I
Class Code Number	8000

General Statement of Duties

Provides circulation services to library customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide excellent customer service to library customers in all circulation functions as described below. The work is performed under the supervision and direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other library employees, city employees and the general public. The principal duties of this class are performed in a public service environment.

Examples of Essential Work (illustrative only)

- Performs regular and recurring circulation activities such as checking in and out materials, issuing new library cards and updating existing library registrations, placing requests for materials utilizing an Integrated Library System;
- Receives and greets patrons exhibiting a positive, friendly, welcoming demeanor;
- Responds to library customer's questions and comments by telephone, mail, fax machine, email or in person. This requires detailed knowledge of departmental operations and regulations;

- Collects money, deposits, fines and fees for library cards and materials in conformance with established guidelines;
- Resolves customer service problems in a courteous and timely manner, or refers patrons to a supervisor;
- Using Integrated Library System, gathers, assembles, updates or distributes a variety of information, forms, records, reports and data as requested;
- Performs project assignments as assigned, not limited to but including collection maintenance tasks, correspondence, resolution In-Transit Materials, U.S Government Document processing and shelving of materials;
- Prepares outgoing materials for transport; unpacks and sorts incoming materials;
- Sort and distribute interdepartmental and U.S. mail;
- Ensures library equipment is in working order, including performing routine maintenance;
- Screens, visitors, telephone calls, messages, etc. as directed by other library personnel;
- Uses automated and manual tools to locate and borrow materials from other libraries and to loan items from Department collections;
- Generates overdue notices, prepares overdue notices for mailing and collects overdue statistics
- Timely monitoring and recording of all division materials and supplies needed for requisition by the division head;
- Uses a variety of graphics software to produce promotional designs, public relations materials, reports, newsletters and signs for Library.
- Keeps up to date with new circulation procedures and implementation of new policies for circulation division:
- Coordinates work with other employees involved in customer service delivery. Answers
 questions of co-workers involving procedure or makes suggestions to assist co-workers
 in completing tasks for customers;
- Refers reference inquiries to appropriate library locations or other resources as appropriate;
- Processes materials on hold and notifies library customers of materials waiting for them;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning
 work progress, including present and potential work problems and suggestions for new or
 improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions relevant to job duties and Integrated Library System, reviews publications to remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification:

Required Knowledge, Skills and Abilities (at time of appointment)

- Substantial knowledge of how to operate a personal computer;
- Substantial knowledge of library circulation systems and procedures;



- Substantial knowledge of library system functions, procedures, policies and organization;
- Substantial knowledge of office terminology, procedures and equipment;
- Some knowledge of the materials collection in the library;
- Some knowledge of library reference and youth services systems and procedures;
- Skill in listening and understanding the public service needs and capabilities of the library location;
- Ability to provide courteous customer service in an environment that may at times be stressful;
- Ability to communicate effectively with Others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate an Integrated Library System and other applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Substantial keyboard experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of library materials, reports and related materials in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a keyboard and wand as necessary to process library materials;

Library	Clerk	I	8000
---------	-------	---	------

•	Sufficient	personal	mobility	and	physical	reflexes,	with	or	without	reasor	nable
	accommod	ation, whi	ch permits	the e	employee to	transpor	t book	s an	d materia	ds from	one
	library loca	ation to and	other.								
Annro	ved hv:							т	Jote:		



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Library Clerk II
Class Code Number	8010

	1 でき、心の必要的対象を対し、一句は、としては確定した。のは、人生で検索した。実験をした。こと	我们也没有这一样的,但我们的最高的,这是我们是我们的这种人的是对人的对象的最后的我们的现在分词和
BORN COUNTY AND CONTROL OF THE CONTR		
「特別はないアナウィントはないのと言うとした」とはまた。とは、皮膚が変更、皮膚は皮膚が多いない。		는, 보내스, 그 시작인가, 보고 보내는 경기를 하면 하면 하는 것은 보고 보내는 보고 있다면 환경하다는 것이 별성하게 되었다.
· 数: 2000 字 2000 字 2000 正 2000 2000 2000 200	General Statement of Dutie	尾 taran di Antalia di Barawa (Antalia di Karawa) di Kabulatan di Kabu
- National Parties (1997)	COLOR OF COLOR OF COLOR	목소 보기 있는 것 같아 하는 것 같아. 그는 그 사람들은 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그 그
Little Control from the Control of t	 The first experience classifiers after a significant field only progress and transfer of prepared \$200 ft. 	tres and a transfer of the winds of the transfer of the second and the second and the second and the second as

Provides circulation services to library customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to **provide excellent customer service to library customers in all circulation functions as described below.** The work is performed under the supervision and direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Library Clerk I by the performance of supervisory responsibilities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other **library** employees, **city employees** and the general public. The principal duties of this class are performed in a public service environment.

Examples of Essential Work (illustrative only)

- Performs regular and recurring activities such as checking in and out materials, issuing
 new library cards and updating existing library registrations, placing requests for
 materials utilizing an Integrated Library System;
- Receives and greets patrons exhibiting a positive, friendly, welcoming demeanor;
- Oversees circulation services within the library, including, training and coordinating the work of others such as Library Clerk I's, Library Pages, and Volunteers as assigned;
- Can be assigned responsibility for Inter-Library Loan functions of library,

- preparation and maintenance of division schedule, and debt collection duties at discretion of division head;
- Responds to library customer's questions and comments by telephone, mail, fax machine, email or in person. This requires detailed knowledge of departmental operations and regulations;
- Collects money for deposits, fines and fees for library cards and materials in conformance with established guidelines;
- Resolves **customer** service problems in a courteous and timely manner, or refers patrons to a supervisor;
- Using Integrated Library System, gathers, assembles, updates or distributes a variety of information, forms, records, reports and data as requested;
- Performs project assignments as assigned, not limited to but including collection maintenance tasks, correspondence, resolution In-Transit materials, U.S. Government Document processing and shelving of materials;
- Ensures library equipment is in working order, including performing routine maintenance;
- Prepares outgoing materials for transport; unpacks and sorts incoming materials
- Screens visitors, telephone calls, messages, etc as directed by other library personnel;
- Provides input to Division Head regarding new training and circulation procedures as well as proposed policies for circulation division;
- Coordinates work with other employees involved in customer service delivery. Answers
 questions of co-workers involving procedure or makes suggestions to assist co-workers
 in completing tasks for customers;
- Refers reference inquiries to appropriate library locations or other resources as appropriate;
- Processes materials on hold and notifies library customers materials waiting for them;
- Can perform the duties of a Library Clerk I as necessary to provide timely and effective service to patrons;
- Uses a variety of graphics software to produce promotional designs, public relations materials, reports, newsletters and signs for Library.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions relevant to job duties and
 Integrated Library System to remain current on the principles, practices and new
 developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

Thorough knowledge of how to operate a personal computer;

- Thorough knowledge of library circulation systems and procedures;
- Thorough knowledge of library system functions, procedures, policies and organization;
- Substantial knowledge of the materials collection in the library;
- Substantial knowledge of library reference and youth services systems and procedures;
- Substantial knowledge of office terminology, procedures and equipment;
- Skill in listening and understanding the public service needs and capabilities of the library location:
- Ability to provide courteous customer service in an environment that may at times be stressful;
- Ability to train and coordinate the work of other staff in the division;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a circulation an Integrated Library System and other applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some library circulation experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

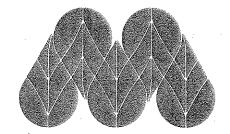
None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of library materials, reports and related materials in both electronic and hard copy form;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a keyboard and wand as necessary to process library materials;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to transport books and materials from one library location to another.

Approved by	<i>t</i> :	Date:	
	*		



City of Manchester City Library

Denise Van Zanten Library Director

Carpenter Memorial Building 405 Pine Street Manchester, New Hampshire 03104-6199 (603) 624-6550

To:

Board of Mayor and Aldermen

From:

Denise van Zanten, Library Director

Date:

January 31, 2008

Re:

Library Clerk Reallocation of Pay Grades

The Manchester City Library Department has two job classifications, Library Clerk I and Library Clerk II, who provide services to our library patrons at circulation desks located in both of our library buildings. These employees handle approximately 70,000 circulation transactions a month. Our staff members in these two classifications are expected to:

- provide first rate customer service in a dynamic and busy environment;
- operate a personal computer to access our library's computerized automation system which
 is shared with eleven other libraries in the state;
- answer phones, e-mails and letters related to library circulation services;
- calculate fines and collect funds;
- run a variety of reports utilizing the automation system, which enables us to be responsive to patrons' requests for specific library materials.

The library administration requires that library personnel have a high degree of proficiency in terms of computer skills and customer service. Currently we are not adequately compensating our dedicated employees in these two job classifications. A salary study compiled by the URBANS division of the New Hampshire Library Association shows that our library clerks are paid approximately \$2 less per hour than their colleagues in similar positions at other public libraries throughout the state including some in our own library consortium.

I would like to clarify the **cost of this reallocation**, as my numbers at the Human Resources Committee meeting on January 23rd were incorrect. The cost for:

- Fiscal Year 2008 will be approximately \$6,547.99
- Fiscal Year 2009 would be approximately \$22,644.54.

The library department currently has the funds in our budget to cover the increase in Fiscal Year 2008. Our budget proposal to the Mayor for Fiscal Year 2009 included the cost of the reallocation, on top of committed COLA, merit and longevity increases, in the hopes that our request would be successful. The Library Trustees and I have removed the funding for our vacant Deputy Director position in Fiscal Year 2009, which is an estimated savings of \$83,199.94 (salary and benefits). Leaving this position vacant once again in Fiscal Year 2009 would cover our cost for the reallocation.

I am aware that tight fiscal management will be required in the upcoming fiscal year to meet the needs of our taxpayers as well as to continue providing them with the high quality library services they have come to expect from the Library Department.

Claudia Mayer, Head of Circulation and myself will be in attendance at your meeting on February 5th to answer any questions concerning our request. If you should have any questions beforehand please contact me at 624-6550 X329 or via e-mail at dvanzant@manchesternh.gov. The library staff, Trustees and myself thank you for your time and consideration of our reallocation request.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that Ordinance Amendment:

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.48 by making Section (E) a permanent ordinance and to eliminate the last sentence in the ordinance in order to remove the Parking Manager's authority to grant up to a 50% discount as approved by the Mayor and Board of Aldermen."

be adopted by the Board of Mayor and Aldermen at the February 5, 2008 meeting under the suspension of the rules due to time constraints.

(Unanimous vote.)

Respectfully submitted,

Werk of Committee

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.48 by making Section (E) a permanent ordinance and to eliminate the last sentence in the ordinance in order to remove the Parking Manager's authority to grant up to a 50% discount as approved by the Mayor and Board of Aldermen."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by inserting new language as bolded (**bold**). All other sections of the above referenced ordinance will remain unchanged.

§ 70.48 DENOMINATION OF COIN TO BE DEPOSITED AND TIME ALLOTTED THEREFOR.

(E) In Vehicle Parking Meters.

The other provisions of §70.48 of this chapter notwithstanding, In Vehicle Parking Meters may be used in lieu of payment made directly to the parking meter. In Vehicle Parking Meters will be valid at any space in the city that requires payment of a parking meter. In Vehicle Parking Meters will only be valid when properly activated in accordance with the rate structure and time limit for the space in which the vehicle is parked and displayed on the curb side dashboard so that both the meter and the readout on its screen is clearly visible from the exterior of the vehicle. The Parking Manager may grant up to a fifty percent (50%) discount off of the rate structure to a pilot program participant.

II. This ordinance shall take effect upon its passage.

CITY OF MANCHESTER PARKING DIVISION





Brandy Stanley Parking Manager bstanley@manchesternh.gov

January 31, 2008

Mayor and Board of Aldermen One City Hall Plaza Manchester, NH 03101

Re: In Vehicle Parking Meter Program

Dear Mayor and Aldermen:

The In Vehicle Parking Meter pilot program concluded on January 15th, 2008, and the Parking Division staff was very pleased with the reception of the technology by the pilot participants. We are aware that a few of them have even placed calls to their Aldermen supporting a permanent program, and many of them are avid users of the in vehicle meters. We are requesting that the ordinance passed in January by the Traffic Committee be made permanent as attached and further that the rules be suspended and the ordinance go into effect immediately.

We are recommending ePark Systems as the provider of the service based on the results of the pilot program. ePark Systems emerged as the clear favorite of the participants, and Parking Division management has been pleased with the technology and the flexibility and responsiveness of the company. ePark Systems and its staff have been active participants in developing their program and technology to fit Manchester's needs, and their goal is to make Manchester's program a showcase in the industry. They have partnered with us every step of the way and shown themselves to be ethical, interested in developing the right product and technology and have been a true partner during this process.

In order to accommodate the interests of the existing pilot program participants, we would like to allow ePark Systems to continue to provide the same services at the same costs until a contract can be negotiated and the permanent program established. The service would only be available for existing pilot program participants until the contract is executed. It is the Parking Division's hope to have a contract submitted for approval at the February 2008 meeting of the Traffic Committee. At that time, representatives from ePark will be available at all necessary meetings to answer any questions.

Attached to this letter is a PowerPoint presentation and the data compiling the results of the pilot program. I would be very happy to make the presentation to the board, should it be requested.

Thank you for your consideration, and please do not hesitate to contact me should you have any questions or require further information.

Sincerely,

Brandy Stanley Parking Manager City of Manchester





In Vehicle Parking Meters

Pilot Program Results

Manchester Parking Division Presented by the City of **February 5, 2008**

13 4

Program Recap

- Tested 3 meters
- Participation was lower than anticipated
- Total of 55 signed up
- Several different towns
- Several different professions
- Pizza delivery
- Business owner
- Attorney
- Social services worker
- Massage therapist
- Technology consultant

Program Recap

Split participants evenly among meters

60 day pilot - Nov. 15th through Jan. 15th

Discount on parking fees of 50%

- ParkMagic
- Irish company with Bedford US headquarters
- Register and reload online
- Up front cost of \$25, no reload fees
- Mgmt fee to city of up to 20% (free for pilot)
- Meter is activated by cell phone call
- •U ser selects zone (2 hr, 10 hr) and how much time to purchase
- meter via pager technology & displayed on screen At conclusion of call, expiration date/time sent to

- **ParkMagic**
- Meter is an electronic Pay & Display receipt
- Real time parking data available to consumer and parking mgmt via website
- Meter can be used in any city using program
- Funds held by vendor until parking is used

ePark Systems

- US company with MA headquarters

Register and reload via phone or email

 Reload codes are given to customer to enter into meter (works like a postage meter)

 Up front cost of \$20 plus flat reload fee of \$2.00

- ePark Systems
- scrolling to correct zone and pressing "start" - Meter is activated by pushing "on" button, button
- Clock starts at maximum time allowed for the zone and counts down
- Customer stops clock when returning to car
 - Fee is calculated and displayed
 Account balance is displayed
- Met er shuts off

ePark Systems

- Customer only pays for time used

No parking usage data is available

Meter cannot be used in different cities

All funds are disbursed to city upon receipt

Login Parking

Israeli company with NY headquarters in US

Register via phone or website

Reloads must be downloaded via computer, **USB** cable

Requires software download to function

 Customer signs a 6 month rental agreement at \$5.00 per month at registration Reload fees charged on sliding scale starting at \$1.50 for a \$10.00 reload

- Login Parking
- Meter is activated by pushing "on" button, scrolling to correct zone and pressing "start" button
- Clock starts at maximum time allowed for the zone and counts down
- Customer stops clock when returning to car
 - Fee is calculated and displayed
- Account balance is displayed
- Meter shuts off
- Customer only pays for time used

- Login Parking
- Parking usage data is available via website to customer and parking mgmt
- D ata only available when customer reloads or downloads records onto computer
- Meter can be used across cities
- R equires that customer set up and fund a different account for each city
- Funds are disbursed to the city upon receipt

General Program Results

Only ONE participant would not participate in permanent program

Many participants are avid users

Some have called their Aldermen in support

Parking mgmt gave users the option to use meters until 1-31-08 - Only ONE participant returned meter early

General Program Results

administration by parking management Program required virtually no

Meters are generally easy to enforce

Nights are problems

- Takes the same amount of time to enforce P&D receipt

Evaluation Criteria

- Ease of use for consumer
- Inclusion of entire potential customer base
- Customer service
- Responsiveness to parking management
- Ease of administration
- Revenue accountability to the city
- Data security
- Ease of enforcement
- Ability to accommodate a regional program
- Cost to city
- Cost to customer

Recommendation – ePark Systems

- Only meter that can accommodate entire customer base
- Technology is easiest to use and enforce
- designing technology specifically targeted US company actively developing and to the US market
- Costs to city and customer are reasonable

Recommendation – ePark Systems

- Revenue accountability and data security were issues
- As a condition of recommendation, had to be addressed
- ePark entered into agreement with a top tier payment processor
- and provides both security and accountability Removes payment processing from ePark
- Regional program capability missing

The Future of ePark Systems

- New meter to be rolled out shortly
- Meter IS a transponder like EZ Pass
- Connects via mesh network
- Automatically obtains zone and account balance information
- Will allow real time data access
- Will accommodate a multi-city program
- Larger screen, LED indicator to help enforcement

The Future of ePark Systems

- What is a mesh network?
- Short range group of transmitters
- Small devices placed in various locations
- Eliminates need to use cellular airtime
- Enormously cost effective
- Network would have 2-3 "gateways" to internet
- In between EZ Pass and cellular technologies
- Currently working with Cale to see if this technology is compatible with the Pay & Display meters
- Current communications costs are \$74,000 per year!

Conclusion

accommodates our entire customer base. We highly recommend ePark Systems, as they have the only technology that

Manchester's goals and make our city a develop a program that will accomplish flexibility and knowledge necessary to showcase for this type of technology. They have demonstrated the desire,

IVPM Pilot Program Criteria and Ratings

Score - 10 is highest Login Park

		Login	rar K	
Criteria	ePark	Parking	Magic	Comments
Ease of use for				
consumer	10	9	4	customers. ParkMagic requires a cell phone call, and many participants indicated that this wasn't substantially easier than just paying the meter.
Inclusion of				ePark's system does not require the use of a computer or a cell phone, and can be used by anyone. Two participants were initially assigned this meter because they did not have access to
entire potential customer base	,			machines. City employees testing this meter were unable to download the software. ParkMagic's target market group are "technology savvy" consumers with cell phones, which cut
	10	2	7	participation in their program from a potential 20 users down to 5 during the pilot.
Customer				LoginParking wins this category because of the numerous compliments on their problem response. Plark received no negative comments. Parkinglic garnered a large number of considerative were problems with customer service complaints based on a number of issues, not least of which was their average time to get a meter into customer's hands of over 16 days. There were problems with
service	ნ	10	٥	resetting usernames and passwords, and they did not support their customer base after 5pm EST.
				ePark has been an active partner throughout the pilot program, seeking to develop their program into one that focuses on customer adoption through ease of use. As a US-based company
Donoring				relatively early on in their development, they have ability, desire and flexibility to turn their program into an industry-leading product. LoginParking and ParkMagic are both US subsidiaries
responsiveness		_		of European companies that are not as flexible and must rely on others to make changes - and they both have established products that only target portions of their potential customer base.
management				Login Parking was excellent at sending updates on a weekly basis to parking management and demonstrated a tremendous abliny to respond and resolve customer issues. Parkinggics
		Ş		response to inquiries and requests for improvements was not met in a proactive manner, and their European parent was repeated to as tile rackly infar illingual ties about to be an extensive to be customers, behalf repeatedly
	Di .	2	2	Imploye their customer service. Their customer service proving administration and by a minimal advantage and a flactions also did an
Ease of				No intervention on behalf of customers was necessary on the er ark program. All communications were managed and ark and are assument and a support on behalf of a support on behalf of
additional and by				According to spend a substantial amount of time responding to complaints, dealing
parking	10	00	· 6	with customers dropping out of the program and requesting updates or progress.
Accountability to				
parking				ePark's accounting during the pilot program provided few accountability measures, as all registration and payment information was taken manually. As the devices do not have online
management for				capabilities, no independent data source was available to verify the number of units shipped or the amount of revenue taken in. Login Parking's system provided real time issuance of
revenues owed				parking meters and payment information through PayPal, their payment vehicle. ParkMagic's system provided real time verilication or revenues as tirey happened and riad tire most robust
to the city	0	ဆ	9	accountability capabilities
Handling of				ePark did not have adequate PCI security standards in place at the time of the pilot, as all registration and payment information was taken by employees and sets in place at the time of the pilot, as all registration and payment information was taken by employees and sets in place at the time of the pilot, as all registration and payment information was taken by employees and sets in place at the time of the pilot, as all registration and payment information was taken by employees and sets in place at the time of the pilot, as all registration and payment information was taken by employees and sets in place at the time of the pilot, as all registration and payment information was taken by employees and sets in place at the pilot, as all registration and place at the pilot at the pilo
credit card				system uses PayPal, which is an approved and secure PCI-compliant payment vehicle. ParkMagics system used an endryneu website to process payments via illiented, nowever as
information - PCI				demonstrated by an email in response to a question posed by parking management, staff members for the company had the ability to obtain the full name, credit card number, security code
compliance	6	တ	٥	and other information from the database upon request, and this information was forwarded via email to parking administration.
				ePark's larger screen provided the PCOs with a very good enforcement mechanism, however it was difficult to see at hight and PCOs had be meter was operational and in the right in the right.
Ease of		~~~~		The zone by Waling until all applicable Information has been a second to the second to
enforcement	Ş	u	~	Showed point a distance the interest was fulfilled. If was a final transfer with the state of th
	2	n	٠ -	dienologye at ingit. It an that have an LLD have an India.
Ability to accommodate a				ePark does not have the ability with this device to accommodate a regional program, as it is not online and parking records across cities are not verifiable. Login Parking does have the
multi-city				ability to accommodate multiple cities, however the consumer must set up a separate account with separate funds for each city. ParkMagic is fully capable of implementing a regional
program	0	က	10	solution
Cost to city				eParK's cost to the city was zero, as was Login Parking's. ParkMagic did not charge the city during the pilot program, however up to 20% of revenue is charged on a regular basis to the city
COST TO CITY	10	9	8	as a management fee.
				eParks cost to the consumer was a \$20 up front fee for the device and a flat reload fee of \$2.00 - two people using this meter felt that the reload cost was unreasonable. Login Parking's
Cost to				cost include a minimum 6 month lease at \$5.00 per month and scaled reload lees starting at \$1.50 for a \$10 reload. More than 50% of the fespondents left the rental new was unassonable
consumer	,		<u> </u>	an slightly less than 50% telt the reload cost was unreasonable. Parkwagics device required a one-time up front payment of \$25 and all reloads were free. No respondents reit the cost
	2	7	3.0	was unreasonatie

Total Points 79 75

B

RE: naming of Manchester District Court
Judge Armand Capistran

Mayor Guinta and members of the Board of Aldermen:

It is with a great sense of Manchester pride that I write in support of the naming of the Manchester District Court House after longtime, Manchester District Court Justice, the late, Armand Capistran.

Judge Capistran was an honorable man. A public servant to Manchester and its residents for most of his life. He was a man deeply rooted in Manchester and its history. A man, who despite rising to the ranks as Chief Justice in Manchesters District Court, never forgot his meager beginnings.

Proud of his French-Canadian heritage, the "not so tall" Judge Capistran stood so tall in the Manchester community, endearing himself to countless members of the legal community he served while hearing some 60,000 cases in our court. His "tough, but fair" approach to cases earned him the reputation of being very reliable in the eyes of attorneys and defendants alike. He came from an era where it was admirable to "call it like it was".

I learned of Judge Capistran from my father who spoke the Judges praises often at the dinner table. He was an icon in the eyes of so many people who looked up to him. People of very modest beginnings from the various cultural backgrounds that were so much part of Manchester, many years ago now. Indeed, Judge Capistran is part of Manchesters rich history, having helped weave its humble beginnings.

I ask for your serious consideration of this tribute to Judge Capistran. It is well deserved to be sure.

Sincerely.

Jerome Duval

Jerome Duval & Associates Real Estate Former Manchester Alderman RECEIVED

JAN 25 2008

CITY CLERK'S OFFICE

Salasania di penganan---



CITY OF MANCHESTER Board of Aldermen



Memo To:

Board of Mayor and Aldermen

From:

Michael Lopez, Chair Board of Aldermen

Date:

January 29, 2008

Re:

Proposed Change to Rule 16A

As indicated at the organizational meeting of the Board of Mayor and Aldermen, and pursuant to discussion at the last meeting of the Committee on Human Resources, I am submitting draft language to provide for streamlining of ordinances dealing with personnel classifications and compensations. This language is submitted following consultation with the Human Resources Director and the City Clerk and reads as follows: (New language bold, removed language struck through)

RULE 16A

Ordinances providing for changes in class specifications, reclassifications, reallocations or the establishment of a new class specification which do not change the title of a position and do not provide for any change in the salary grade of such position shall be reviewed by the Committee on Human Resources and Insurance. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to be Ordained without referral to committee or any other action by the Board. Nothing in this rule shall prevent a majority vote of the Board of Mayor and Aldermen from adopting any such aforementioned ordinance under the provisions of Rule 16 of the Board without the approval of the Committee on Human Resources.

The first section of the rule provides the ability for the Board to act upon the updating and classifying of employees upon approval of the Human Resources Committee. The last section clarifies the ability of the Board to adopt ordinances under current provisions should the Human Resources Committee choose to refer a matter directly to the Board, or the Board deems other action is necessary.



CITY OF MANCHESTER DEPARTMENT OF BUILDINGS

One City Hall Plaza Manchester, New Hampshire 03101 Tel: (603) 624-6475 Fax: (603) 624-6324



Matthew M. Sink Deputy Bldg. Commissioner

February 1, 2008

Carol Johnson, City Clerk Office of the City Clerk One City Hall Plaza Manchester, NH 03101

RE: Petition for Demolition and Removal of a Hazardous Building at 111 Blaine Street

Dear Carol:

Enclosed please find a Petition for Demolition of a Hazardous Building located at 111 Blaine Street. Please add the petition to the BMA's agenda for February 5, 2008.

Thank you in advance for your time and attention to these regards. If you have any questions, please feel free to call me at 624-6475.

Very truly yours,

Leon LaFreniere

16

E-mail: building@ManchesterNH.gov www.ManchesterNH.gov

CITY OF MANCHESTER, NEW HAMPSHIRE BOARD OF MAYOR AND ALDERMEN

Owners

Matthew Skwozinski, Jr. 440 Gold Street Manchester, NH 03103

Kathleen M Skwozinski 231 Sewall Street Manchester, NH 03103

Lienholder(s)

Roberta Skwozinski 450 Laurel Street Manchester, NH 03103

Tamblyn Gosling, Esq. 11 N. Mast Street Goffstown, NH 03045

References: Attachment: HCRD Book 7862, page 328; HCSC (North) 05-M-1269

A petition having been brought by the Building Commissioner of the City of Manchester, New Hampshire (a copy of which is attached hereto and incorporated herein) alleging that a building located at 111 Blaine Street, Manchester, New Hampshire is a fire hazard and a hazard to public safety within the meaning of N.H. RSA 155-B, that the building must be demolished and removed to abate those hazards and that Matthew Skwozinski, Jr. and Kathleen M. Skwozinski are the owners of that building, the Board of Mayor and Aldermen of the City of Manchester, New Hampshire hereby make the following findings and issues the following order:

FINDINGS

It is found that:

- 1. The building located at 111 Blaine Street, Manchester, New Hampshire is a "hazardous building" within the meaning of RSA 155:B:1, II.
- 2. The building's roof has collapsed, is structurally unsound, and is in a general state of dilapidation and decay.
- 3. The condition of the building is such that repair and rehabilitation is economically unfeasible.
- 4. That the owners of the building are Matthew Skwozinski, Jr. and Kathleen M. Skwozinski.



ORDER

It is hereby ordered that the within named owners completely demolish and remove the building and any associated building materials, debris, rubbish and/or trash of every type and kind from the premises known as 111 Blaine Street, Manchester, New Hampshire and shall fill any cellar or other hole no later than thirty (30) days from the date of service of this order.

The demolition and removal, including the manner in which the site is left following the completion of the work, shall be accomplished in full compliance with all applicable codes and ordinances of the City of Manchester, New Hampshire.

ENFORCEMENT

A motion for summary enforcement will be made to the Manchester District Court unless this order is fully complied with in the specified time period or an answer is filed as prescribed by N.H. RSA 155-B:6.

Petition for Demolition and Removal of Hazardous Buildings Located at 111 Blaine Street, Manchester, New Hampshire

NOW COMES Leon LaFreniere, Building Commissioner of the City of Manchester, and respectfully represents:

1. That Matthew Skwozinski, Jr. and Kathleen M. Skwozinski are the owners of record of the premises, consisting of land and buildings, located at and known as 111 Blaine Street, Manchester, County of Hillsborough, New Hampshire being more particularly described as follows:

Tract I:

Beginning at the southeast corner of the premises, at the intersection of the northerly line of Blaine Street with the westerly line of Third Street; thence running westerly on said Blaine Street eighty (80) feet to the westerly portion of Lot No. 10, as shown on the plan of lots known as the Parker land; thence running northerly by said westerly portion of Lot No. 10 one hundred and seven (107) feet to land of the Manchester and North Weare Railroad; thence running easterly by said railroad land eighty (80) feet to said Third Street; thence running southerly by said Third Street one hundred and five (105) feet and ten (10) inches to the point of beginning, containing about eight thousand five hundred thirteen and 33/100 (8513.33) square feet, and being Lot No. 11 and part of Lot No. 10, as shown on said plan.

- 2. That on January 2, 2008, an inspection of the property was conducted by members of the City of Manchester Building Department. As a result of that inspection, Glenn Gagne, the Zoning Inspector for City of Manchester Buildings Department, determined that the building was structurally unsound. He specifically that the roof of the building had collapsed. See affidavit of Glenn Gagne annexed hereto.
- 3. That by letter from Glenn Gagne dated January 3, 2008 Matthew Skowzinski, Jr. and Kathleen M. Skwozinski were notified that the building in question is unsafe, a danger to human life, a fire hazard, "hazardous" as defined by RSA 155-B and were ordered to demolish and remove the buildings from the lot within 30 days. See affidavit of Glenn Gagne annexed hereto.
- 4. That the building has not been demolished and continues to represent an unsafe structure, a fire hazard, and a danger to public welfare and/or safety.
- 5. That the only practical and economically feasible method of correcting the hazardous condition of the building is to demolish and remove it from the site.
- 6. That a reasonable time for compliance with the order hereinafter requested is thirty (30) days from the date of service of the order.



WHEREFORE the Petitioner prays that:

A. The Board of Mayor and Aldermen of the City of Manchester, New Hampshire make findings and issue an order, in the form attached hereto, requiring Matthew Skwozinski, Jr. and Kathleen M. Skwozinski to correct the hazardous conditions existing by demolishing and removing the above-referenced building located at 111 Blaine Street, Manchester, New Hampshire and filling any cellar hole.

February 1, 2008

Respectfully submitted,

Leon LaFreniere

Building Commissioner

State of New Hampshire County of Hillsborough, ss.

Before, the undersigned officer, personally appeared Leon LaFreniere, who made oath that the foregoing is true to the best of his knowledge and belief on this /st day of February, 2008.

Justice of the Peace/Notary Public

My commission expires: May 4, 2010.

KATHLEEN T. PAYNE
Notary Public New Hampshire
My Commission Expires May 4, 2010

AFFIDAVIT

- I, Glenn R. Gagne of the City of Manchester Buildings Department, One City Hall Plaza, Manchester, New Hampshire, having first been duly sworn, upon my oath depose and say:
- 1. That I am employed as the Zoning Inspector at the City of Manchester Buildings Department and have held said position since March 27, 1995.
- 2. That, as the Zoning Inspector, I am the primary city official whose duty it is to police compliance with the provisions of the Zoning Ordinance of the City of Manchester, New Hampshire (hereinafter, the "Zoning Ordinance").
- 3. That I participated in the inspection of the property at 111 Blaine Street, Manchester, NH on or about January 2, 2008.
- 4. That on January 2, 2008 I observed the roof of the building at 111 Blaine Street collapsed. Attached hereto are two true and accurate copies of fourteen (14) photographs depicting my observations on January 2, 2008.
- 5. That I determined the building is unsafe, a fire hazard, a danger to human life and public welfare, public nuisance, and that appropriate measures should be taken immediately to demolish the structure.
- 6. That on January 3, 2008, I sent a letter to Matthew Skwozinski, Jr. and Kathleen Skwozinski detailing my observations and findings and ordering them to remove the hazardous building within 30 days. A true and accurate copy of my letter is annexed hereto.
- 7. That as of the date of this affidavit the building has not been demolished and debris removed from the property.
 - 10. That further your affiant sayeth not.

February 1, 2008
The State of New Hampshire
Hillsborough County

Fleun K. Hugui Glenn R. Gagne

Before, the undersigned officer, personally appeared Glenn R. Gagne, who made oath that the foregoing is true to the best of his knowledge and belief on this $\frac{151}{100}$ day of February, 2008.

Justice of the Peace/Notary Public

My commission expires: May 4 2010.

KATHLEEN T. PAYNE Notary Public - New Hampshire My Commission Expires May 4, 2010



CITY OF MANCHESTER DEPARTMENT OF BUILDINGS

One City Hall Plaza Manchester, New Hampshire 03101 Tel: (603) 624-6475 Fax: (603) 624-6324



Matthew M. Sink
Deputy Bldg. Commissioner

RECEVED

IAN 0 4 2008

CITY SOLICITOR'S OFFICE

January 2, 2008

Page 1 of 2

Matthew Skwozinski Jr 440 Gold Street Manchester NH 03103

Kathleen M Skwozinski 231 Sewall Street Manchester NH 03103

Re: 111 BLAINE STREET / <u>ORDER TO REMOVE HAZARDOUS BUILDINGS</u> <u>PURSUANT TO RSA 155-B: 2</u>

Dear Sir:

The purpose of this letter is to address your 111 Blaine Street property not being in compliance with the City of Manchester Building Code and Code of Ordinance requirements. In case you are not aware a large portion of the roof has collapsed all the way into the first floor if not the basement, please see the enclosed photos. Obviously there is further concern for the remainder of the building collapsing and the danger this poses to the surrounding properties or right-of-ways. The building is therefore deemed to be unsafe, constitute a fire hazard, is a danger to human life or the public welfare, is considered a public nuisance and requires appropriate steps be taken immediately to demolish the structure and clean up the property of their debris. This order in no way relinquishes any rights the City has under the court order granted to it by the Superior Court's order in City of Manchester v. Matthew Skwozinski, Jr., Docket Number 06-E-104.

According to Section 115.1 of the Building Code, the structures have become unsafe structures, and are a danger to human life, a fire hazard and a danger to the public welfare.

Section 115.3 of the Building Code requires that a property owner be served with notice when a building or structure has been deemed unsafe. This letter should serve as the notice and requires that you immediately notify the code official of your acceptance or rejection of the terms of this order.

16-8

E-mail: building@ManchesterNH.gov www.ManchesterNH.gov Re: 111 Blaine Street

According to Section 150.023 of the City of Manchester Code of Ordinances, all premises shall be maintained free from public nuisances. Public Nuisance includes the following;

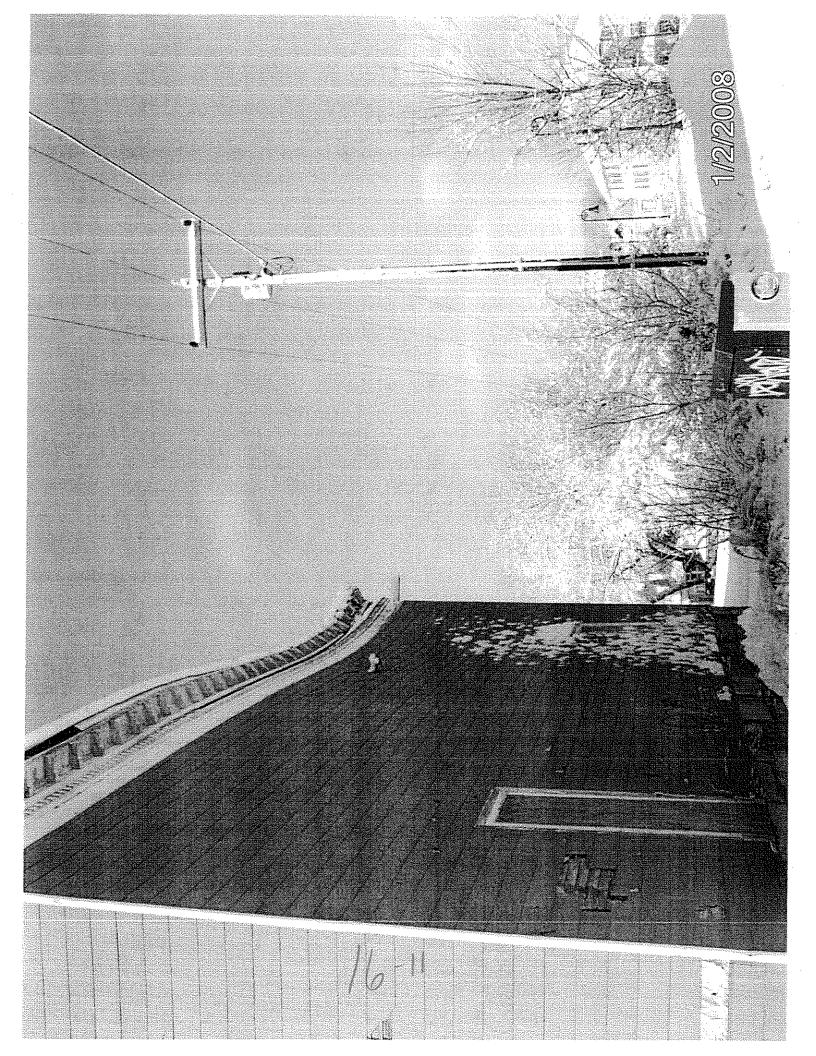
- (a) The physical condition or use of any premises regarded as a public nuisance at common law.
- (b) Any physical condition, use or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including but not limited to abandoned wells, shafts, basements, excavations, and unsafe fences or structures.
- (c) Any premises which have unsanitary sewerage or plumbing facilities.
- (d) Any premises designated as unsafe for human habitation or use.
- (e) Any premises from which the plumbing, heating, and/or facilities required in this chapter have been removed, or from which utilities have been disconnected, destroyed, removed, or rendered ineffective, or the required precautions against trespassers have not been provided.
- (f) Any premises, which are manifestly capable of being a fire, hazard, or are manifestly unsafe or unsecured as to endanger life, limb, or property.
- (g) Any premises which are unsanitary, or which are littered with rubbish or garbage or which have an uncontrolled growth of weeds.
- (h) Any structure or building that is in a state of dilapidation, deterioration, or decay; damaged by fire to the extent as not to provide shelter, in danger of collapse or failure and is dangerous to anyone on or near the premises.

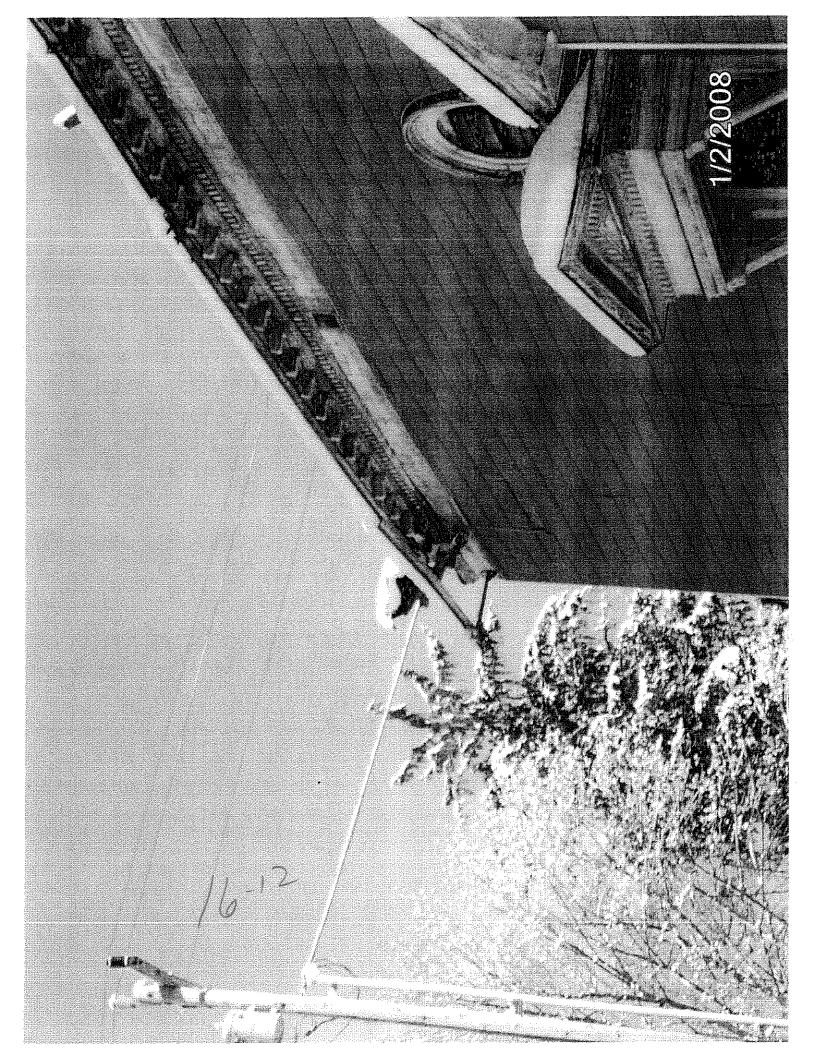
Therefore you are hereby ordered that the unsafe structures at 111 Blaine Street shall be demolished and removed from the lot within 30 days. If the structures are not removed within 30 days, the City will pursue such action it deems appropriate to cause the buildings to be removed, including but not limited to, proceedings under RSA 155-B to remove the structures.

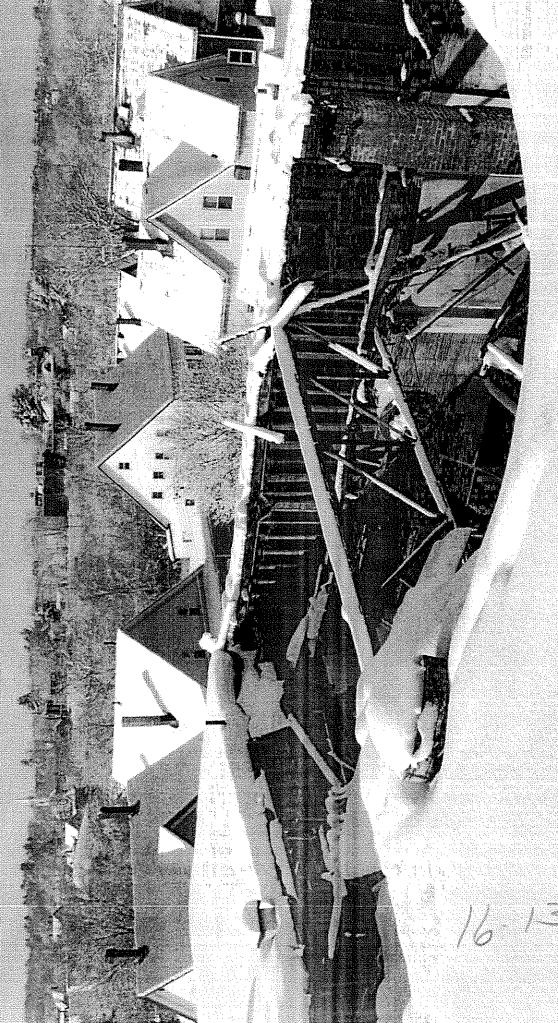
If you have any questions, do not hesitate to contact our office. Thank you in advance for your anticipated and expected cooperation.

Sincerely,

Glenn Gagne Zoning Inspector

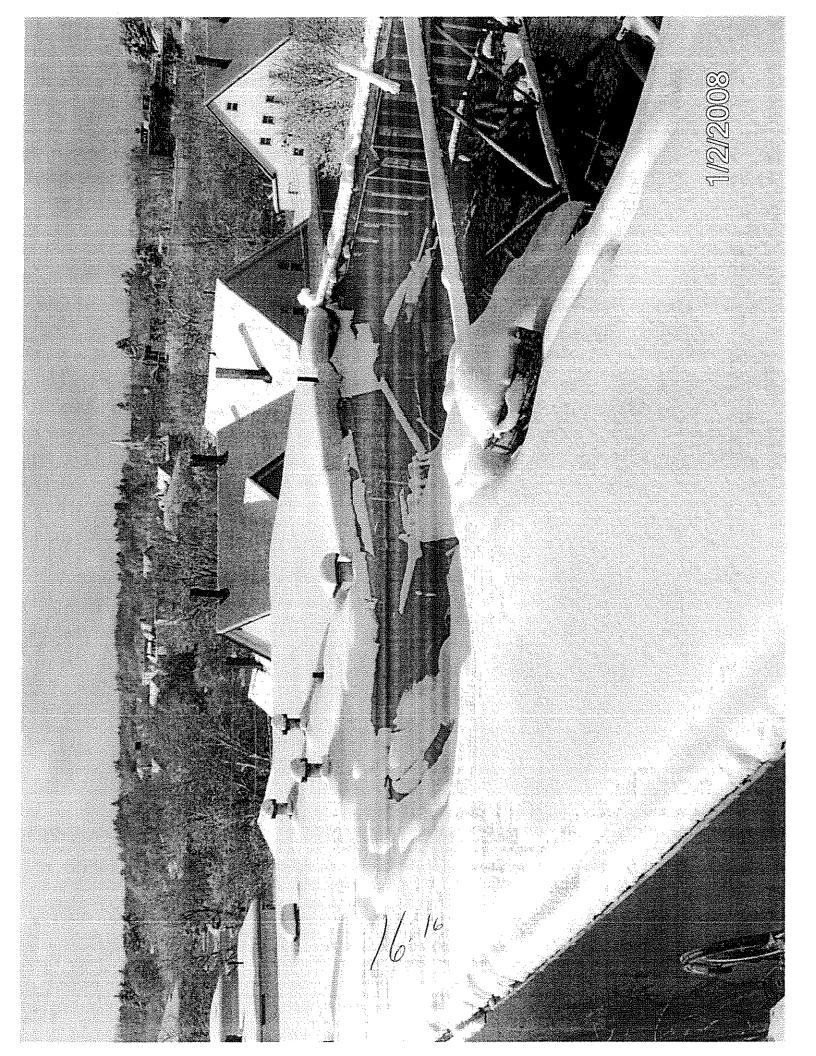


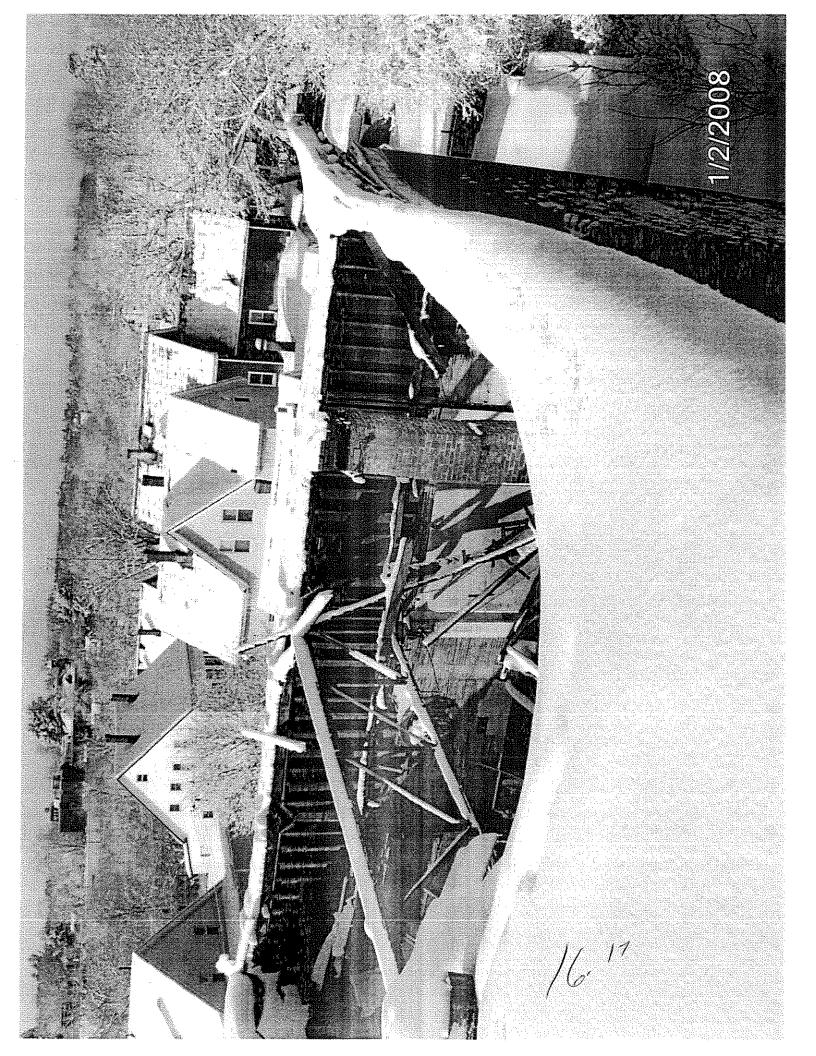


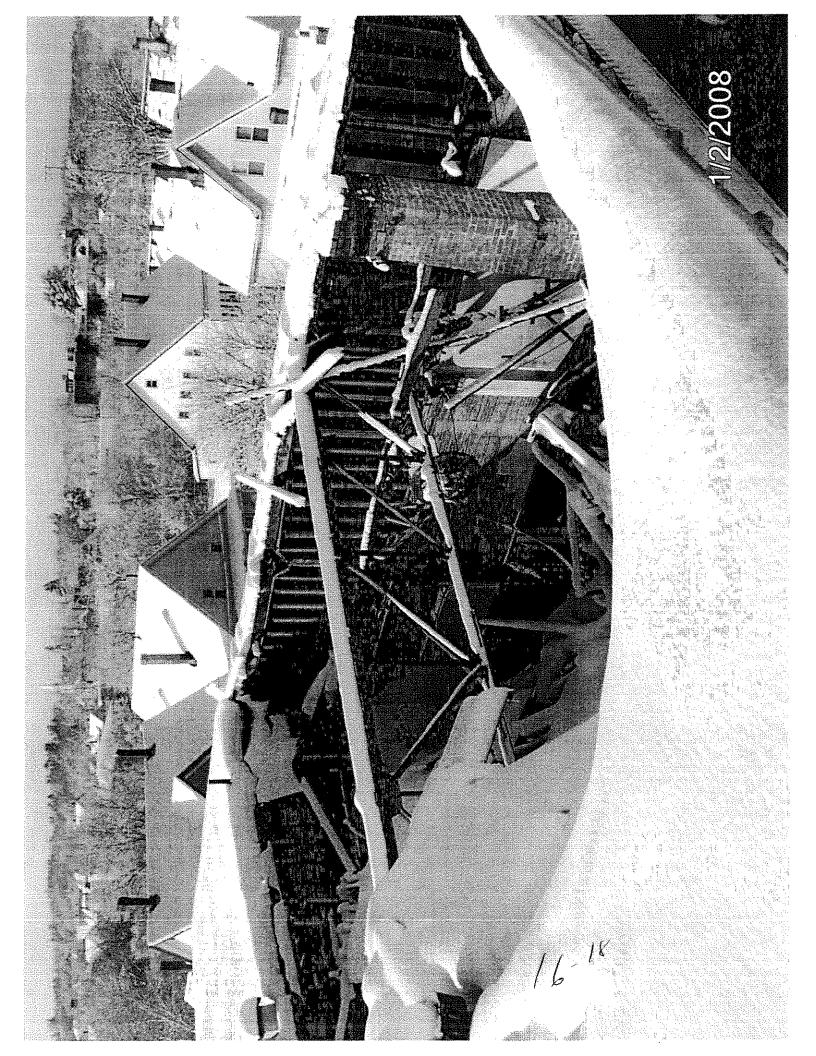




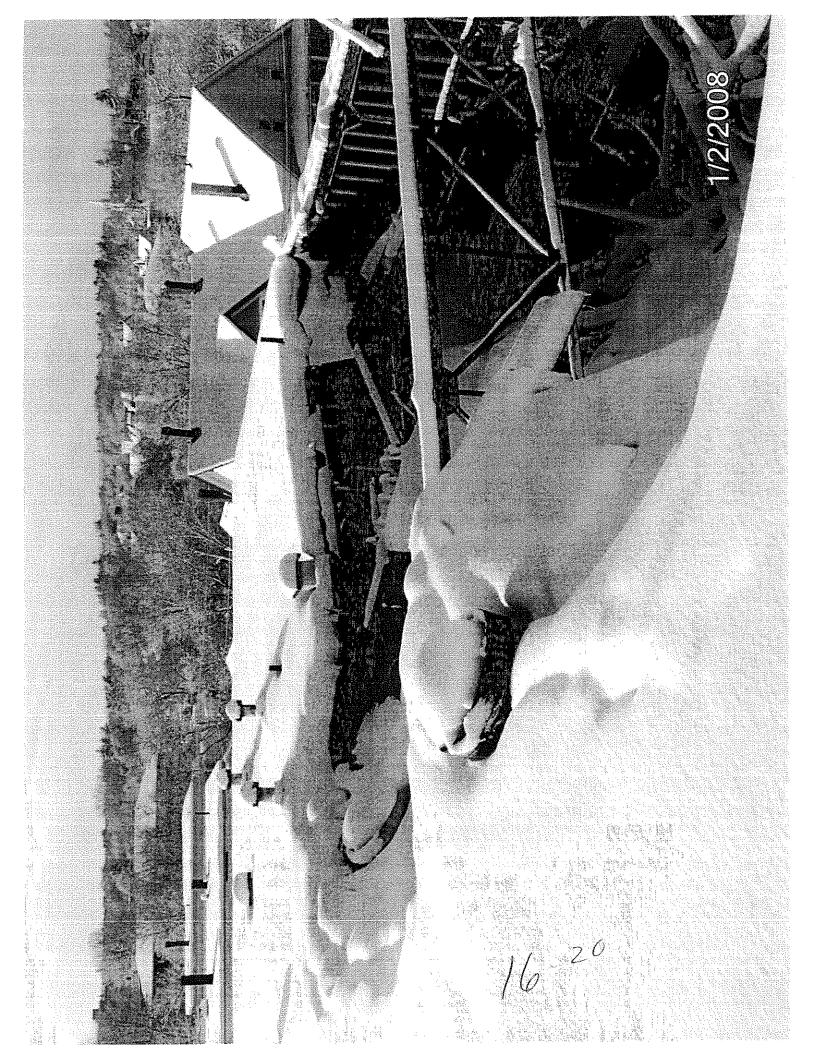


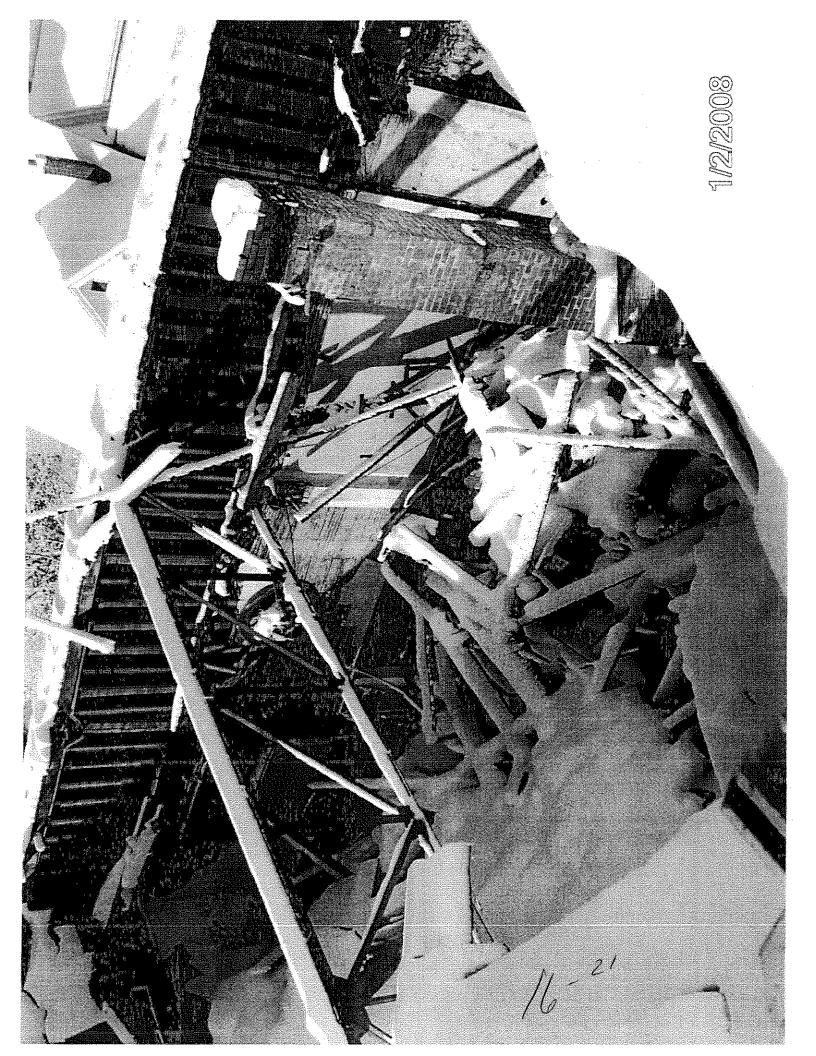


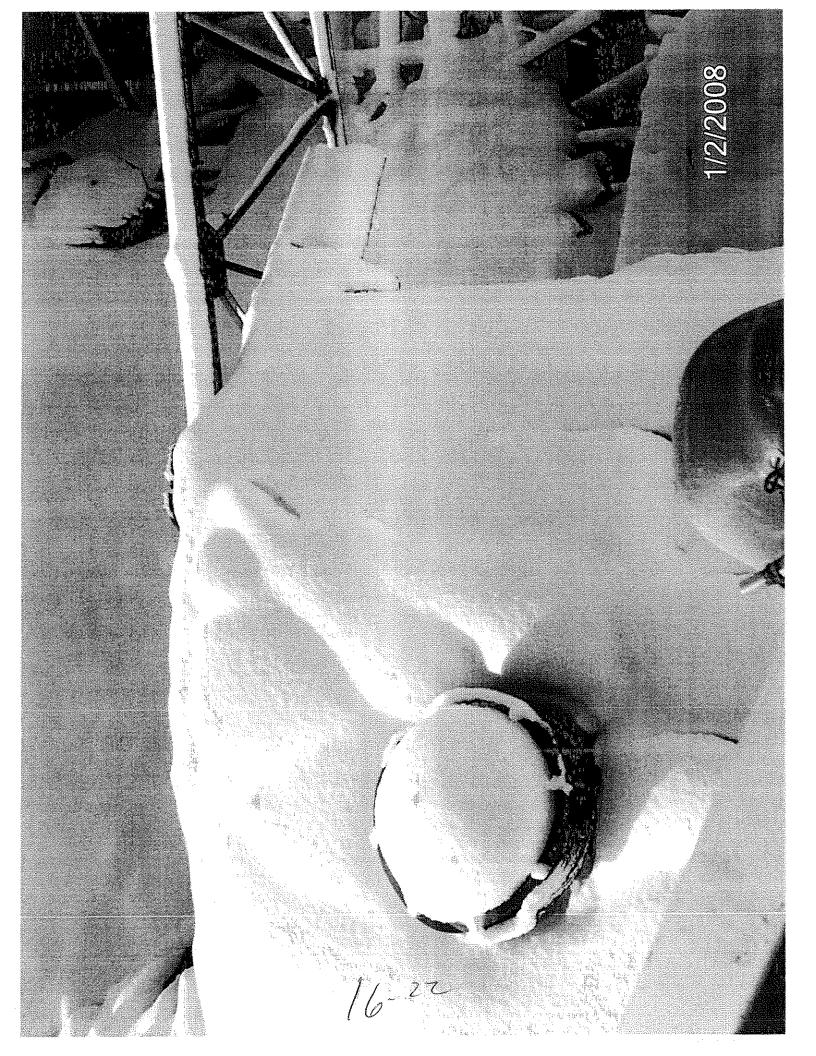


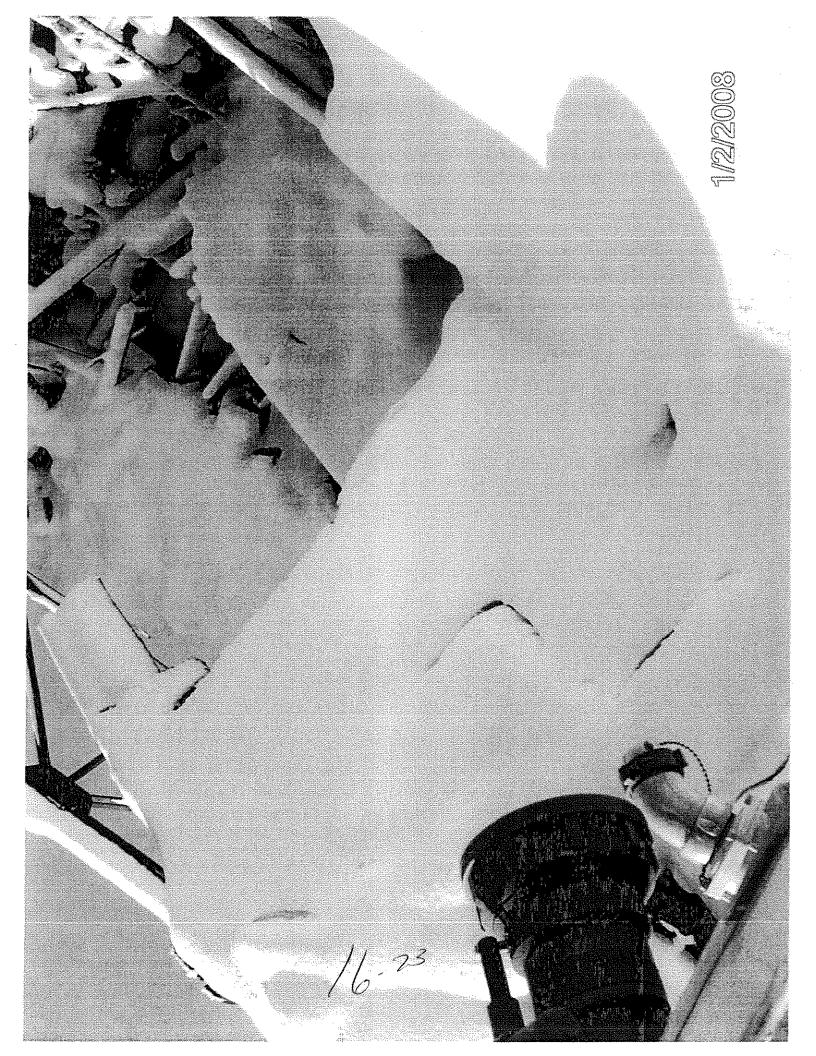












Legislative Update – February 1, 2008

The following bills are being tracked by the Mayor's Office and city departments as of Friday, February 1, 2008 (* means department head or representative may testify)

MAYOR'S OFFICE OPPOSES

HB584 – raising the age of minority for juvenile delinquency proceedings from 17 to 18 years of age (in House Finance Committee); also opposed by Police Department

BOARD OF MAYOR AND ALDERMEN OFFICE SUPPORT

SB371 – making various changes to the city of Manchester employees' contributory retirement system (in Senate Public and Municipal Affairs Committee).

BMA vote on Dec. 4, 2007 (11 yea, 2 abstentions)

BOARD OF MAYOR AND ALDERMEN OFFICE TRACKING

HB1181 – naming the Manchester district courthouse the Armand Capistran district courthouse (in House Public Works and Highways)

DEPARTMENTS SUPPORT

Assessor's Office

* **HB1310** – Relative to information for property tax assessments of commercial and industrial properties (in House Municipal and County Government)

HB1478 – Relative to the quorum for meetings of the equalization standards board (in House Municipal and County Government)

Environmental Protection Division (Public Works)

HB1295 – establishing a commission to study issues relating to stormwater (OTP/w Amendment by House – voice vote)

HB1581 – relative to the formation of stormwater utility districts (in House Municipal and County Government Committee)

City Clerk's Office

HB1240 – relative to disqualification of certain election officers and relative to arrangement of polling places (in House Election Law Committee)

SB375 – allowing veterinarians to inform town and city clerks about dogs that have been euthanized (in Senate Public and Municipal Affairs Committee)

SB478 – relative to processing absentee ballots (in Election Law and Internal Affairs)

Health Department

HB1171 – establishing a commission to study air quality issues in public school buildings (in House Education Committee)

HB1201 – allowing communities to conduct point of dispensing exercises to test emergency management operations plans, allowing certain health professionals to administer actual medications during such exercises, and granting immunity to physicians who prescribe drugs to be administered during such exercises (in House Health, Human Services and Elderly Affairs Committee)

17-1

HB1395 – establishing the AIDS drug assistance program fund (in House Finance Committee)

HB1405 – regulating outdoor wood-fired boilers (in House Science, Technology and Energy Committee)

HB1422 – establishing a commission on the prevention of childhood obesity (in House Health, Human Services and Elderly Affairs Committee)

SB395 – establishing a commission to review New Hampshire's statutes on human immunodeficiency virus education, prevention, and control (in Senate Health and Human Services)

SB512 – relative to emergency management powers (in Senate Health and Human Services)

DEPARTMENTS OPPOSE

City Clerk's Office

HB1318 – relative to temporary plates issued by motor vehicle dealers (in House Transportation Committee)

HB1362 – establishing a selection process for compulsory assistant election official service (in Election Law Committee)

HB1419 – relative to voting machine costs (in House Finance Committee)

HB1444 – relative to vacancies in county offices (in House Municipal and County Government Committee)

Health Department

HB1421 – relative to an exemption from the indoor smoking act for certain restaurants (in House Commerce Committee)

HB1457 – allowing smoking in smoking bars (in House Commerce Committee)

SB428 – establishing a commission to study the funding of vaccines for children who are not covered by private health insurance and repealing an assessment for the cost of vaccines (in Senate Health and Human Services Committee)

SB514 – relative to mercury exposure reduction and requiring insurance coverage for mercury-free fillings, vaccines, and injections for certain persons (in Senate Health and Human Services Committee)

Police Department

HB584 – raising the age of minority for juvenile delinquency proceedings from 17 to 18 years of age (in House Finance Committee); also opposed by Mayor's Office

Public Works

HB1621 – relative to requiring a refundable deposit on beverage containers "bottle bill" (in House Environment and Agriculture Committee)

DEPARTMENTS TRACKING

Assessors Office

HB1144 – allowing veterans discharged under honorable conditions to be eligible for the Veterans property tax credit (in House Municipal and County Government Committee)

17-2

HB1267 – Allowing municipalities to adopt a non-wartime veterans property tax credit (in House Municipal and County Government Committee)

HB1455 – Increasing the amount of the veteran property tax credit and enabling municipalities to extend the Veteran property tax credit to include all veterans who have been honorably discharged (in House Municipal and County Government Committee)

HB1541 – Relative to service in the Vietnam Conflict for purposes of qualification for the Veterans property tax credit (in House Municipal and County Government Committee)
SB457 – Extending the veterans property tax credit to all honorably discharged Veterans (in Public and Municipal Affairs Committee)

Manchester Economic Development Office

HB1404 – relative to liability insurance for passenger rail service (in House Transportation Committee)

Police Department

SB507 – relative to extended terms of imprisonment for street gang members (in Senate Judiciary Committee)

KILLED BY LEGISLATURE

HB1199 – Relative to the residency requirements for the elderly property tax exemption (tracked by Assessor's Office)

HB1629 – relative to the evaluation of recycling and energy conversion options for grease trap wastes at the Winnipesaukee river basin program's Franklin wastewater treatment facility and making an appropriation therefore (supported by Environmental Protection Division)

17-3

City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

"Amending the FY2006 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the 2006 CIP 810206 First Public Art Sculpture Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a contribution in the amount of \$10,000 from the Manchester Art Fund for the purpose of placing an art sculpture in front of the Verizon Wireless Arena;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

By increasing:

FY2006 CIP 810206 - First Public Art Sculpture Project - \$10,000 Other From (\$40,000 Arts) to (\$40,000 Arts & \$10,000 Other)

Resolved, that this Resolution shall take effect upon its passage.



City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

"Amending the FY 2008 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Million Nine Hundred Thousand Dollars (\$9,900,000) for the FY2008 CIP 310308 Renovation of The Manchester School of Technology Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2008 CIP as contained in the 2008 CIP budget; and

WHEREAS, Table 4 contains all sources of General Obligation Bond funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to authorize Bond funds in the amount of \$2,475,000 and to accept State Department of Education funds in the amount of \$7,425,000 to be used for the renovations to the Manchester School of Technology;

NOW, THEREFORE, be it resolved that the 2008 CIP be amended as follows:

By adding:

FY2008 CIP 310308 - Renovation of the Manchester School of Technology Project - \$2,475,000 Bond \$7,425,000 DOE \$9,900,000

Resolved, that this Resolution shall take effect upon its passage.



City of Manchester New Hampshire

In the year Two Thousand and Eight

A RESOLUTION

"Amending the FY2007 Community Improvement Program, authorizing and appropriating funds in the amount of Twelve Thousand Seven Hundred Fifty Four Dollars (\$12,754) for the 2007 CIP 510907 Park Improvement Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2007 CIP as contained in the 2007 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a donation from the Friends of The Valley Cemetery to be put towards the costs associated with the recent renovation activity of that facility;

NOW, THEREFORE, be it resolved that the 2007 CIP be amended as follows:

By increasing:

FY2007 CIP 510907 - Park Improvement Project - \$12,754 Other From \$1,975,000 to \$1,987,754 (\$1,975,000 Bond & \$12,754 Other)

Resolved, that this Resolution shall take effect upon its passage.

